

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
MARCH 19, 2020**

The Jefferson Davis Parish School Board met in regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, March 19, 2020, at 6:00 p.m., with the following School Board members in attendance: President, Jody Singletary, Members, Phillip Arceneaux, Greg Bordelon, Jason Bouley, Charles Bruchhaus, Donald Dees, Malon Dobson, David Doise, Terry Leger, James Segura and Denise Perry. Absent: David Capdeville and District 11 vacant.

The meeting was opened by President, Jody Singletary, with an invocation by School Board member, Donald Dees, followed by the Pledge of Allegiance to the U.S. flag led by Mr. Doise.

Motion by Mr. Dees, seconded by Mr. Bordelon unanimously carried to approve the School Board minutes of the Regular Meeting on February 20, 2020.

Motion by Mr. Arceneaux, seconded by Mr. Leger and unanimously carried that the Board call for a vote to take care of items of business not listed on the original agenda (add addendum to Finance - Purchase of Security cameras at EHS) or to change the order of topics to be addressed .

**FINANCE COMMITTEE:**

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

Motion by Mr. Segura, seconded by Mr. Bouley and unanimously carried to approve Budget Revision #1 to the 19-20 General Fund Budget and all Special Revenue - Maintenance Fund Budgets as Recommended by the Superintendent and the Director of Finance. A Budget Hearing was held at 4 pm on Tuesday, March 17, 2020 in the Board Room to allow for public comment on the budget revisions as required by law.

Motion by Mr. Segura, seconded by Mr. Leger and unanimously carried to grant permission to contribute \$7,500.00 to the Jeff Davis Arts Council "Arts in Education" program. To be paid from General Fund

Motion by Mr. Segura, seconded by Mr. Arceneaux and unanimously carried to grant permission to JWES to accept a \$260 donation from Look Out J-Town. To be used for Leader in Me.

Motion by Mr. Segura, seconded by Mrs. Perry and unanimously carried to grant permission to JHS Girls Basketball team to accept the following donations to be used for the purchase of new uniforms:

- |    |                                 |          |
|----|---------------------------------|----------|
| A. | Bulldogs Diamond Boosters, Inc. | \$325.00 |
| B. | Kristian & Jody Fontenot        | \$440.42 |
| C. | T.L.C. Organization             | \$125.00 |

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Motion by Mr. Segura, seconded by Mr. Doise and unanimously carried to grant permission to HHS to purchase on state contract two 75" TruTouch NewLine boards from Troxell Communications at a cost of \$6,090.00. To be paid from Maintenance #3.

Motion by Mr. Segura, seconded by Mr. Bouley and unanimously carried to grant permission to WHS to accept a donation of all HVAC materials and labor for the WHS Fieldhouse from Young's A/C. The estimated monetary value of this donation is \$24,760.00.

Motion by Mr. Segura, seconded by Mr. Doise and unanimously carried to approve a request from HHS to pay the invoice from Tolunay-Wong Engineers, Inc. for a Geotechnical proposal (field programming, laboratory testing and engineering analysis/report preparation for the design and construction of a suitable foundation system for installation of a new canopy at a cost of \$5,280.00. To be paid from Maintenance # 3.

Motion by Mr. Segura, seconded by Mr. Doise and unanimously carried to approve a request from HHS to pay the invoice from Duhon & Pleasant Civil and Structural Engineers, for foundation design proposal for new canopy for HHS at a cost of \$5,000.00. To be paid from Maintenance # 3.

Motion by Mr. Segura, seconded by Mr. Bruchhaus and unanimously carried to grant permission to EHS to upgrade their surveillance/security system at a cost of \$14,723.59 from CTI Security Solutions. Other quotes received from Sylvan Special Systems (\$15,430.00) and Interface (\$20,630.00). To be paid from Elton Contingency #22.

**POLICY COMMITTEE:**

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

1. Approve the following policies brought to you by Forethought Consulting resulting from the 2019 Louisiana Legislative Session.
  - A. **Testing Program: File II (Revised February 2020, Effective Upon Approval)**  
Revisions to the Testing Program policy have been made based on recent updates to Bulletin 118, Statewide Assessment Standards and Practices. The changes include:
    - B. Removal of the language addressing the Statement of Assurance.
      1. However, even though the section addressing the requirement was removed from Bulletin 118, there is still a reference to the Statement of Assurance in another section of the Bulletin, and we have left it in the appropriate portion of the policy.

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2. For most systems, the language addressing the Statement of Assurance included the only policy reference to procedures for handling emergencies during testing, as required by Bulletin 118. For systems whose policies did not already include information regarding emergencies, we have added a new section under Emergencies during testing which addresses the required emergency procedures.
3. Under Procedures for Test Security, the reference to a Backup District Test Coordinator has been removed, as well as language added requiring a former Coordinator to inform a new Coordinator of locations of placement tests and relevant testing materials.
4. Under Investigations, instead of a blanket requirement of interviews of everyone who had access to test materials, we have added the caveat “when necessary,” as now included in Bulletin 118.
5. We have added the more specific language from Bulletin 118 regarding the class-sized group Policies.
6. Under Conditions and Penalties for Violations, an additional item has been added regarding contesting void determinations, as included in Bulletin 118.
7. There are other minor changes throughout the policy reflecting the Bulletin’s frequent replacement of the full name Louisiana Department of Education, Division of Assessment and Accountability, with the abbreviation LDE.

B. Approve the following policies.

**Retirement: File GBQ**

**(Revised March 2020, Effective Upon Approval)**

Revisions to this policy have been made to align to our current resignation policy (File: GBO) of the Jefferson Davis Parish School Board. The revision states that the superintendent shall accept any letters of retirement on behalf of the School Board and such retirement shall be considered effective upon receipt by the Superintendent.

Motion seconded by Mr. Bordelon 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 Committee - Malon Dobson, Chairman

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

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**NEW BUSINESS:**

Motion by Mr. Arceneaux, seconded by Mr. Leger and unanimously carried to authorize AIFS, ISEUSA, ICES and Education Foundation Exchange as acceptable foreign student placement services for the 2020-2021 school year.

Motion by Mr. Bouley, seconded by Mr. Dees and unanimously carried that the Board declare a vacancy of the School Board due to the resignation of David Troutman, effective March 2, 2020.

Motion by Mr. Segura, seconded by Mr. Dobson and unanimously carried to nominate Paul Trahan. Motion by Mr. Bouley, seconded by Mr. Doise that nominations cease. Motion to cease unanimously carried. Original motion unanimously carried.

Motion by Mr. Dobson, seconded by Mr. Doise and unanimously carried that the board accepted the nomination of Paul Trahan to fill the vacated seat of David Troutman until an election can be held and adopt the following resolution.

**RESOLUTION**

WHEREAS, a vacancy exists in the Jefferson Davis Parish School Board, District 11, Precinct 19 (All) and 20 (Part) of Jefferson Davis Parish, Louisiana, due to the resignation of David Troutman, former School Board Member from District 11, Precinct 19 (All) and 20 (Part);  
And WHEREAS, the unexpired term of said office exceeds one year;  
NOW THEREFORE BE IT RESOLVED, by the Jefferson Davis Parish School Board, Jennings, Louisiana, that it does hereby appoint PAUL TRAHAN to serve as the school Board Member from District 11, Precinct 19 (All) and 20 (Part) until an election can be held to replace the resigned District 11 member.

Motion by Mr. Bordelon, seconded by Mr. Segura and unanimously carried that the board call a special election to fill the vacated seat of David Troutman and adopt the following resolution.

**RESOLUTION**

WHEREAS, a vacancy exists in the office of the Jefferson Davis Parish School Board due to the resignation of David Troutman, former School Board Member from District 11, Precinct 19 (All) and 20 (Part); and  
WHEREAS, the unexpired term of said office exceeds one year;  
NOW THEREFORE, and in accordance with the provisions of the election code of the State of Louisiana, be it hereby proclaimed by the Jefferson Davis Parish School Board that an election be held in District 11, Precinct 19 (All) and 20 (Part), of the township of Jennings, Jefferson Davis Parish, Louisiana on Tuesday, November 3, 2020, for the purpose of electing a School Board Member from said district for an unexpired term of office and all is in accordance with law;  
And

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BE IT FURTHER PROCLAIMED, that persons desiring to qualify as a candidate for said office shall do so beginning at 8:30 a.m. on Wednesday, July 15, 2020, and extending through Friday, July 17, 2020 at 4:30 p.m., in the office of Richard M. Arceneaux, Clerk of Court, Jefferson Davis Parish, Louisiana; and  
BE IT FURTHER PROCLAIMED, that this proclamation be published in the official journal of the Jefferson Davis Parish School Board, and that copies be mailed to the Clerk of Court, Jefferson Davis Parish, and to the Louisiana Secretary of State.

Motion unanimously carried.

Motion by Mr. Arceneaux, seconded by Mr. Dees and unanimously carried to make the following Declaration of Public Emergency

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
DECLARATION OF PUBLIC EMERGENCY**

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**COVID-19**

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**WHEREAS**, on December 31, 2019, officials in China alerted the World Health Organization (“WHO”) to several cases of an unknown respiratory illness primarily concentrated in the City of Wuhan, Hubei Province; and

**WHEREAS**, after further investigating the illness and ruling out the recurrence of other previously known viruses, officials, on January 7, 2020, announced the discovery of a new virus belonging to the coronavirus family of viruses (“COVID-19”); and

**WHEREAS**, over the following weeks, the Chinese government began to report additional cases of the virus, evidencing a propensity of the virus to spread throughout China and beyond; and

**WHEREAS**, by January 30, 2020, approximately eighteen countries, outside of China, were reporting cases of the virus, causing the WHO to declare the virus a “Public Health Emergency of International Concern;” and

**WHEREAS**, over the following weeks, the virus continued to spread to nations around the globe, infecting thousands of individuals; and

**WHEREAS**, on March 11, 2020, the WHO declared the coronavirus outbreak a “Global Pandemic;” and

**WHEREAS**, on March 11, 2020, the Governor of the State of Louisiana declared a “Public Health Emergency” over the coronavirus outbreak; and

**WHEREAS**, on March 13, 2020, the President of the United States of America declared a national emergency due to the coronavirus outbreak; and

**WHEREAS**, in an attempt to combat the spread of the virus, the Governor, on March 13, 2020, ordered the closure of all public elementary and secondary schools in Louisiana, beginning on March 16, 2020 and ending on April 13, 2020; and

**WHEREAS**, many children depend on the services of the Jefferson Davis Parish School Board (“School Board”) for essential services such as the provision of healthy meals; and

**WHEREAS**, while the cancellation of school will hopefully serve to combat the spread of the virus, such cancellation may put children at risk of not receiving enough healthy meals during the prolonged closure; and

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**WHEREAS**, the spread of the virus and its impact on the everyday lives of the School Board's students, faculty, staff, and their family members requires the School Board to take unprecedented steps to combat the spread of the virus and to serve the children of Jefferson Davis Parish; and

**WHEREAS**, the sudden closure of all schools until April 13, 2020 or later has also caused confusion and concern to employees of the school district about their ability to continue to be able to support their families through receipt of compensation from the School Board.

**NOW, THEREFORE**, the above recitals considered, the School Board desires to utilize its assets in the fight against the coronavirus, as more fully set forth below.

**AND NOW, CONSIDERING THE FOREGOING, THE SCHOOL BOARD HEREBY DECLARES AS FOLLOWS:**

**BE IT DECLARED**, that the Jefferson Davis Parish School Board hereby declares a public emergency due to the outbreak of the COVID-19 virus.

**BE IT FURTHER DECLARED** that, notwithstanding any policy or rule to the contrary, the School Board hereby confers emergency powers upon its Superintendent of Schools, for purposes of leading the School Board's response to the outbreak. Such emergency powers include, at the sole discretion of the Superintendent:

- (1) The authority to enter into any agreement or contract, without any further Board approval, for the purchase of materials, equipment, supplies, or services for sanitation, cleaning, technology, and other Covid-19 related services and supplies on behalf of School Board.
- (2) The authority to supply and arrange for the delivery of meals to all children of the parish, eighteen (18) years of age or younger, at no costs to the child or his/her family.
- (3) The authority to continue to pay school employees their regular compensation during the period schools are closed.
- (4) The authority to adjust curriculum, work schedules, compensation, and staff assignments without any further Board approval.
- (5) The authority to adjust the school calendar.
- (6) The authority to apply to BESE, LDOE, and/or USDOE, or any other governmental body for waivers of regulations or requirements, the compliance of which is impacted by COVID-19.
- (7) The authority to apply for waivers, grants, reimbursements, aid, and other Covid-19 related matters on behalf of the School Board.
- (8) The authority to provide non-mandatory, supplemental educational resources to students.
- (9) The authority to take any other action reasonably necessary to implement the above directives.

**BE IT FURTHER DECLARED** that the Superintendent is required to report, in writing and at reasonable intervals, to the School Board as to the amount of expenditures made pursuant to this Declaration, as well as, the actions taken by the Superintendent pursuant to this Declaration.

**BE IT FURTHER DECLARED** that, in accordance with the Governor's declaration, any bidding requirements of the Louisiana Public Bid Law (La. R.S. 38:2212 et seq.) applicable to any purchases related to the School Board's response to the coronavirus outbreak are hereby suspended.

**BE IT FURTHER DECLARED** that this Declaration shall remain in effect until withdrawn by the School Board.

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**BE IT FURTHER DECLARED** that notice of the provisions contained herein shall be published in the official journal of the Jefferson Davis Parish School Board within ten (10) days hereof.

**THIS DECLARATION** is adopted by the Jefferson Davis Parish School Board, at a Regular Meeting held on the 19th day of March, 2020 in Jennings, Louisiana.

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**KIRK CREDEUR, SECRETARY**  
**Jefferson Davis Parish School Board**

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**JODY SINGLETARY, PRESIDENT**  
**Jefferson Davis Parish School Board**

Motion by Mr. Bouley, seconded by Mr. Arceneaux and unanimously carried to approve the following resolution regarding Board Member David Troutman

**RESOLUTION**

WHEREAS, David Troutman has faithfully served the public as a member of the Jefferson Davis Parish School Board from January 1, 2015 to March 2, 2020, and

WHEREAS, his service and dedication to fulfilling his responsibilities have been inspirational to his fellow Board Members and to the administrative personnel with whom he has worked, and further, his spirit of Public Service has been in the finest tradition of democratic government;

NOW THEREFORE, BE IT RESOLVED by the Jefferson Davis Parish School Board in regular session of the 19th day of March, that said Board recognizes and commends David Troutman, School Board District 11, for a job well done.

The above Resolution, having been put to a vote and having passed, was duly declared adopted and ordered spread on the minutes of this Board.

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**KIRK CREDEUR, SECRETARY**  
**Jefferson Davis Parish School Board**

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**JODY SINGLETARY, PRESIDENT**  
**Jefferson Davis Parish School Board**

Motion unanimously carried.

Discussion was held on on emergency feeding of students during state declared Emergency. Feeding programs at Elton High, Jennings High, and Union Baptist in Jennings, Welsh Elementary and Lake Arthur Elementary will begin March 23<sup>rd</sup>. We will advertise these lunch grab and go spots through callouts, Facebook and our Website.

**INFORMATION:**

Condolences are extended to the families of:

- A. Ouanita Leger, Special Aid Para, Jennings Schools, retired in 2001 with 20 years of service.

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- B. Lawrence Woods, Elton Bus Driver, retired in 1998 with 20 years of service.
- C. Cheryl Bergeaux, School Board Central Office Custodian who passed on 02/19/20.

**PERSONNEL CHANGES**

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

- 1. Name **JAMIE HABETZ**, Sales & Use Tax Office Secretary, effective 03/30/20 , re: Ashley LeBlanc resignation.
- 2. Name **ALLISON GREEN**, Assistant Accountant, Central Office, effective 03/16/20, re: Roya Oustalet promotion.

**B. Personnel changes:**

**APPOINTMENTS**

- 1. Bonnie Waguespack, LHS Para, 03/05/20, re: Long term sub.

**TRANSFERS**

None

**LEAVES**

- 1. E. Thibodeaux, WES AP, 02/17/20 to 02/19/20.
- 2. A. Foreman, LHS Teacher, 02/26/20 to 06/01/20.
- 3. K. Krielow, LAE/LAH Speech Therapist, 02/01/20 to 02/28/20.
- 4. K. Newman, WES Teacher, 03/03/20 (½ day) and 03/09/20.
- 5. P. Garbarino, JHS Teacher, 02/26/20 to 05/22/20.
- 6. R. Broussard, LHS Custodian, 03/05/20 to 06/05/20.
- 7. H. Willis, LHS Teacher, 03/04/20 to 03/09/20 and 02/05/20 and 02/17/20 and 03/14/20 to 04/06/20.
- 8. V. Reed, JHS Teacher, 02/26/20 to 02/27/20.
- 9. J. LeBlanc, WES Teacher, 03/09/20 (½ am)
- 10. T. LaRue, EHS Cafeteria Tech, 02/05/20 to 03/09/20.

**LEAVE WITHOUT PAY**

- 1. K. Krielow, LAE/LAH Speech Therapist, 01/30/20 to 03/09/20.

**RESIGNATIONS**

- 1. Ashley LeBlanc, Sales & Use Tax Secretary, 03/14/20.

**TERMINATIONS**

- 1. Erica Istre, JWES Cafeteria Tech, 02/20/20.

**RETIREMENTS**

- 1. L. Louviere, JHS Teacher, 05/23/20, with 20 years of service.

**CORRECTION**

- 1. Christine Brewster, JWES SPED Teacher, retiring with 34.5 years not 31.

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

- A. Ag Safety Day was held at Doise Farms in Elton, LA on Friday, March 6, 2020.



B. Mr. Credeur gave appreciation to all staff for preparing for this unprecedented state emergency.

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

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/s/ Jody Singletary, President

ATTEST:

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/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.