

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
NOVEMBER 21, 2019**

The Jefferson Davis Parish School Board met in regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, November 21, 2019 at 6:00 p.m., with the following School Board members in attendance: President, Phillip Arceneaux, Members, Greg Bordelon, Jason Bouley, Charles Bruchhaus, Donald Dees, David Doise, Denise Perry, Jody Singletary, James Segura and David Troutman. Absent: David Capdeville, Malon Dobson and Terry Leger.

The meeting was opened by President, Phillip Arceneaux, with an invocation by retired employee, Rev. Pat Deshotel, followed by the Pledge of Allegiance to the U.S. flag led by Mr. Bouley.

Motion by Mr. Dees, seconded by Mr. Troutman and unanimously carried to approve the School Board minutes of the Regular Meeting on September 19, 2019.

Motion by Mr. Bouley, seconded by Mrs. Perry 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. David Troutman, Finance Committee Chairman, that the School Board:

Grant permission to EHS FFA program to accept a \$1,500.00 donation from an anonymous donor. Funds to be used to help defray expenses for the new school year. Motion seconded by Mr. Bruchhaus and unanimously carried.

Grant permission to EHS FFA program to accept a \$1,474.00 donation from Elton FFA Alumni. Funds to be used to help defray expenses for the national convention. Motion seconded by Mr. Bruchhaus and unanimously carried.

Grant permission to Danielle Simien, CTE Supervisor to purchase 6 site renewal licenses for ACT WorkKeys Curriculum at a cost of \$9,000.00 (\$1,500.00 each), for each of the high school campuses. ACT WorkKeys Curriculum is used at each high school in the Career Success Skills course to adequately prepare students to be successful on the Workkeys test which directly affects School and district performance scores. To be paid from General Fund. Motion seconded by Mr. Bordelon and unanimously carried.

Grant permission to FES to accept the quote of \$11,984.00 from Sylvan Special Systems to purchase a new intercom system. Other quotes received from Louisiana Special Systems (\$15,044) and Dacsis (\$28,781.00). To be paid from District #5 Maintenance Contingency Funds. Motion seconded by Mr. Singletary and unanimously carried.

Accept the quote of \$24,400.00 from MorCore Roofing, LLC to replace the roof at Educational Media Center. Other quotes received from Dale Leger (\$29,320.00), Glenn Vanicor Builders, LLC (\$31,200.00) and Dupuis Construction (\$39,908.00). To be paid from General Fund. Motion seconded by Mr. Doise and unanimously carried.

Grant permission to EES to accept a \$670.00 donation from Wal-Mart for being selected as the Wal-Mart grant winner. This grant is to be used toward technology for Elton Elementary School. Motion seconded by Mr. Bruchhaus and unanimously carried.

Grant permission to LAHS to accept a \$782.50 donation from KCOLL, Inc. Funds will be used for the LAHS Special Education Program to offset expenses. Motion seconded by Mr. Bruchhaus and unanimously carried, with Mr. Bordelon recused from voting.

Grant permission to JHS to accept the following donations:

1. Environmental Science class, \$500.00 from the Zigler Foundation. Funds to be used to attend the Houston Space Museum;
2. JHS Jazzers, \$500.00 from the Safe Haven to help defray travel expenses throughout the year.
3. JHS Varsity Cheerleaders, \$2,532.00 from Cheer Boosters to help defray expenses.

Motion seconded by Mr. Segura and unanimously carried.

Grant permission to HHS to upgrade the camera system and add additional Cameras and accept the quote of \$13,493.00 from Sylvan Special Systems, Inc. Other quotes received from Homeland Safety Safety Systems (\$78,985.27). A quote was solicited from CTI Security but was never received. To be paid from Maintenance #3 contingency. Motion seconded by Mr. Doise and unanimously carried.

Grant permission to FES School Supply Account to accept a \$105.00 donation from Ms. Patricia Riddle. Funds to be used towards supplies for students. Motion seconded by Mr. Bruchhaus and unanimously carried.

## **POLICY COMMITTEE:**

The following recommendations were made by Mr. Jody Singletary, Policy Committee Chairman, that the School Board approve the following policies brought to you by Forethought Consulting resulting from the 2019 Louisiana Legislative Session.

### **A. STUDENT FEES, FINES, AND CHARGES: JS**

(Revised November 2019, Effective Upon Approval)

In 2019 session, the Louisiana Legislature took strong action, passing Act 240, which aims to outline information required to be included in the policy and posted on each School Board's and each school's websites regarding student fees. Act 240 became effective August 1 st and requires School Boards to adopt and post a policy which addresses the assessment,

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collection, and use of fees charged to students or their parents or legal guardians no later than December 1, 2019.

Each School Board must develop a list of fees which includes the purpose, use, amount or authorized range, and how each fee is collected. The fees charged for the same item or purpose shall be consistent among all schools. Act 240 stipulates that no school can charge or access a fee unless the fee has been set and included in the School Board's approved Schedule of Fees. This means that any fee that is going to be included or revised must go to the School Board for approval. Act 240 also requires that a procedure be included in the policy that describes how a student, or parent or legal guardian can request and receive a waiver of payment for fees based on economic hardship. The procedure is required to include an appeals process.

Motion seconded by Mr. Bordelon and unanimously carried.

The following committees had no reports to present:

Insurance - David Doise, Chairman

Building & Grounds - James Segura, Chairman

Transportation- Greg Bordelon, Chairman

16th Section-Charles Bruchhaus, Chairman

Legislative Liaison - Donald Dees, Chairman

Ward II (Ad Hoc) - Donald Dees, Chairman

Food Service Committee - Malon Dobson, Chairman

The Sales Tax report was given by Mr. Bill Hebert, Finance Director.

### **NEW BUSINESS:**

Motion by Mr. Troutman, seconded by Mr. Bouley to consider and take action with respect to adopting an ordinance creating Sales Tax District No. 2 (Welsh) of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, and providing for other matters in connection herewith.

Motion by Mr. Doise, seconded by Mr. Singletary and unanimously carried to amend motion as follows:

To consider and take action with respect to adopting the following ordinance creating Sales Tax District No. 2 (Welsh) of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, and providing for other matters in connection herewith.

### **ORDINANCE**

An ordinance creating Sales Tax District No. 2 (Welsh) of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana (the "District"), and providing for other matters in connection therewith. WHEREAS, the provisions of Section 338.54 of Title 47 of the Louisiana Revised Statutes of 1950, as amended (R.S. 47:338.54), authorizes the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, to create sales tax districts within the Parish,

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for school purposes, containing all or any portion of the territory contained within the present boundaries of the Parish; and

WHEREAS, it is now the desire of this Parish School Board to create a sales tax district in the Parish, for school purposes, to be co-extensive with the boundaries of Welsh-Roanoke Consolidated School District No. One (1) of Jefferson Davis Parish, Louisiana, as said boundaries are presently constituted, all for the purpose of submitting to the electorate of the District the question of the imposition of a sales and use tax in the District, in the manner provided by the aforesaid statutory provision and Article VI, Sections 29 and 30 of the Constitution of the State of Louisiana of 1974;

NOW, THEREFORE, BE IT ORDAINED by the Parish School Board of the Parish of Jefferson Davis, State of Louisiana (the "Governing Authority"), acting as the governing authority of said Parish, for school purposes, that:

SECTION 1. In accordance with the provisions of Section 338.54 of Title 47 of the Louisiana Revised Statutes of 1950, as amended (R.S. 47:338.54), and other constitutional and statutory authority supplemental thereto, there be and the same is hereby created a sales tax district within the Parish of Jefferson Davis, State of Louisiana, for school purposes, to be co-extensive with the boundaries of Welsh-Roanoke Consolidated School District No. One (1) of Jefferson Davis Parish, Louisiana, as said boundaries are presently constituted.

SECTION 2. Said sales tax district shall be known and designated as "Sales Tax District No. 2 (Welsh) of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana (the "District"), and the seal of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, is hereby adopted as the seal of said District. The governing authority of the District shall be the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, the domicile shall be the regular meeting place of said Parish School Board, and the officers of said Parish School Board shall be the officers of the District.

SECTION 3. Said District shall have all powers granted to it under Louisiana law, including the power to levy a sales and use tax within the limitations and conditions provided by Section 338.54 of Title 47 of the Louisiana Revised Statutes, as amended (R.S. 47:338.54), and Article VI, Sections 29 and 30 of the Constitution of the State of Louisiana of 1974, as amended, and other constitutional and statutory authority supplemental thereto, and to fund the proceeds thereof into bonds for the purposes for which the proceeds of the sales and use tax are authorized to be used.

SECTION 4. In case any one or more of the provisions of this ordinance shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions of said ordinance, but the same shall be construed and enforced as if such illegal or invalid provisions had not been contained herein. Any constitutional or statutory provisions enacted after the date of this ordinance which validate or make legal any provisions thereof shall be deemed to apply hereto.

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SECTION 5. This Ordinance shall be effective immediately upon its adoption. This Ordinance having been submitted in writing, having been read and adopted by sections at a public meeting of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, was then submitted to an official vote as a whole, the vote thereon being as follows:

YEAS:

NAYS:

ABSENT:

ABSTAINING:

And the ordinance was declared adopted on this, the 21st day of November, 2019.

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/s/ Kirk Credeur  
Secretary

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/s/ Phillip Arceneaux  
President

President called for a roll call vote:

YEAS: Arceneaux, Bordelon, Bouley, Bruchhaus, Dees, Doise, Segura, Singletary, Perry and Troutman

NAYS: None

ABSENT: Capdeville, Dobson and Leger

ABSTAINING: None

Motion carried as amended. Vote on original motion as amended was unanimously carried.

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

- A. Dwayne Guidry, HHS boys golf.
- B. Eugene VanHook, JHS girls basketball and track.

Motion by Mr. Singletary, seconded by Mr. Dees and unanimously carried to accept the new job description for Director of Finance:

Minimum Qualifications:

1. Baccalaureate Degree in Accounting or other business –related field with at least 24 hours of accounting coursework on the college transcript.
2. Masters Degree in Accounting (or other relevant business field) and/or CPA certification preferred.
3. Minimum of 5 years of relevant experience in accounting, auditing, or other related activities, with experience in governmental accounting preferred.

Reports To: Superintendent and/or the Assistant Superintendent.

Job Goal: To administer the fiscal affairs of the Parish School System in an efficient and expeditious manner in order to provide the maximum amount of educational services possible from available financial resources.

Performance Responsibilities:

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1. Supervises the activities of all accounting department personnel and all accounting operations of the school system.
  - a. Communicates the financial status of the School Board through the preparation of all requested financial reports and statistical research data.
2. Advises the Superintendent and Assistant Superintendent on all matters related to the business and financial affairs of the school system.
3. Prepares, revises, and administers the General Fund Budget and all Special Revenue, Construction, and Bond Sinking Fund budgets as required by state law and School Board policy.
4. Prepares, completes, and submits all financial reports and forms as required by state and federal regulations.
5. Designs and monitors a sound system of internal controls for the protection of School Board assets.
6. Supervises the maintenance of proper documentation standards for all school system payments and disbursements.
7. Coordinates and supervises all banking transactions and investment activity with the Accountant and the Investment Manager, including the issuance of all payroll checks.
8. Approves relevant purchase orders as presented by School Board personnel along with the Superintendent and Assistant Superintendent.
9. Reviews monthly bank statements and bank reconciliations prepared by the Accountant.
10. Supervises the internal auditing of school activity fund checking accounts as well as the fixed asset inventory performed and prepared by the Assistant Accountant.
11. Assists School Board supervisory personnel with technical assistance for the purchasing of materials, supplies, equipment, and public works contracts, all in accordance with state laws and School Board policies.
12. Prepares recommendations for the Superintendent and School Board regarding the yearly adoption of ad valorem tax millages for the payment of bonded indebtedness in compliance with the adoption standards promulgated by the Louisiana Legislative Auditor.
13. Acts as the *de facto* Risk Manager for the School Board, the duties of which include the issuance and acceptance of the Request for Proposals for all prudent insurance programs for the protection of School Board assets and personnel.
14. Supervises the maintenance of the secondary employee insurance program enacted by the Board-approved Program Manager for the benefit of all School Board personnel, including disability, life, dental, vision, and cancer/stroke insurance policies as well as tax-sheltered annuity savings programs and the IRS Section 125 Cafeteria Plan.
15. Monitors the activities of the Sales Tax Collector and the Sales Tax Department.
16. Communicates relevant School Board financial data as requested to all interested taxpayers and stakeholders as well as to the public at large.
17. Performs any and all other tasks as assigned by the Superintendent and Assistant Superintendent.

#### Supervision and Evaluation of Personnel:

1. Performs yearly evaluation of all Accounting Department personnel and the Sales Tax Collector.
2. Recommends effective work procedures to Accounting Department personnel as needed.
3. Assigns work areas to the Accounting Department staff.

#### Research and Instructional Support Services:

1. Researches all state and local tax data as well as all aspects of the budget as required by School Board mandate.

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2. Provides financial data for the adequate budgeting and expenditure of funds for materials and supplies within the classroom to relevant school personnel.
3. Provides training to all School Board personnel about relevant financial policies, laws, regulations and information as needed.

Attainment of Professional Certifications and Professional Growth:

1. Must attain certification as a Certified Louisiana School Business Administrator (CLSBA) under the certification guidelines established by the Louisiana Association of School Business Officials (LASBO) within seven years of appointment as the Director of Finance as required by state law.
2. Actively participates in relevant professional organizations such as LASBO.
3. Regularly attends relevant professional workshops and meetings to maintain certification status in order to stay current on any and all relevant financial matters that could affect the School Board.

Terms of Employment: Twelve months per year on a 242 day per year calendar, with salary established by the School Board.

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

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

- A. Chelsea Orgeron, WAR Dance line coach.
- B. Cassandra Everage, WHS Color Guard Coach.
- C. Trevor Lavergne, WHS Basketball coach.

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

- A. JHS Environmental Science class, teachers/sponsors and parents to travel to Houston Museum of Natural Science on January 9, 2019. At no expense to the Board.

## INFORMATION:

1. Condolences are extended to the families of:
  - A. Margaret Darbonne, Cafeteria Tech, who retired in 1994 with 21 years of service.
  - B. Ronald Robicheaux, Maintenance Department, who retired in 2002 with 20 years of service.
  - C. Ruby Wright, Teacher, who retired in 2004 with 26 years of service.
2. Mrs. Laurie Duhon, Technology Coordinator, will be releasing an RFP (Request for Proposal) for 2020-21 E-Rate Category 2 Products and Services this month. Category 2 Products and Services will cover network equipment products and services for all 14 schools and annexes.
3. Mrs. Laurie Duhon, Technology Coordinator, will be releasing an RFP (Request for Proposal) for 2020-21 Category 1 LAN Internet Services this month for all 18 eligible locations within Jefferson Davis Parish. Category 1 LAN services provide Internet access to all schools and eligible entities.
4. Congratulations to the 2019 Principals of the Year:
  - Elementary - Rory Myers - Jennings Elementary
  - Middle - John Gay - Elton High School

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High - Dr. Cassidy Juneau - Hathaway High School

5. Congratulations to the 2019 Teachers of the Year:

**ELEMENTARY**

Amber Deshotel - EES  
Susan Ortego - FES  
Danielle Bertrand - HHS  
Barbara Hoffpauir - JES  
Eden Self - JWES  
Evadine Ardoin - LHS  
Jacqueline Prielipp - LAE  
Regan Troutman - WES

**MIDDLE**

Carlo Maggio - EHS  
Michelle Sawyer - HHS  
Julie Mayeaux - JHS  
Marie Willis - LHS  
Myra Guidry - LAHS  
Shanna Gillett- WRJH

**HIGH**

Melissa Burleigh - EHS  
Emily Lavergne - HHS  
Danielle Foreman - JHS  
Steven Dewitt - LHS  
Ashley Lutyhe - LAHS  
April Bianchini - WHS

6. Congratulations to the 2019 Support Persons of the Year:

**ELEMENTARY**

Debbie Royer - EES  
Inez Goodley - FES  
Peter LeBlanc - HHS  
Linda Berry - JES  
Rhonda Devall - JWES  
Lakelie Hoffpauir - LHS  
Shonda Thibodeaux - LAE  
Sonya McNabb - WES

**MIDDLE**

Mark LaCombe - EHS  
Charlotte St. Germain - HHS  
Lisa Charles - JHS  
Bridget Hanks - LHS  
Camille Landry - WRJH



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**HIGH**

Ida Warner - EHS

Christy Hine - HHS

Edward Stewart - JHS

Doneka Dugas - LHS

Heather Newman - LAHS

Jackie Daigle - WHS

A reception will be held in the Spring of 2020 to recognize all.

**7. MUST BE READ ALOUD (PRESIDENT UPDATED TIME AND PLACE TO CONFORM WITH DECEMBER MEETING AT SCHOOL SITE)**

The Parish School Board of the Parish of Jefferson Davis, State of Louisiana, plans to consider adopting a resolution ordering and calling a special election to be held in Sales Tax District No. 2 (Welsh) of the Parish School Board of the Parish of Jefferson Davis, State of Louisiana, to authorize the levy of a sales and use tax therein at its meeting on Thursday, December 19, 2019 at 10:00 a.m. at Welsh Elementary School, 222 E. Bourgeois Street, Welsh, Louisiana.

**8. MUST BE READ ALOUD (PRESIDENT UPDATED TIME AND PLACE TO CONFORM WITH DECEMBER MEETING AT SCHOOL SITE)**

The Parish School Board of the Parish of Jefferson Davis, State of Louisiana, plans to consider adopting a resolution ordering and calling a special election to be held in Welsh-Roanoke Consolidated School District No. One (1) of Jefferson Davis Parish, Louisiana, to authorize the incurring of debt and issuance of general obligation bonds at its meeting on Thursday, December 19, 2019 at 10:00 a.m. at Welsh Elementary School, 222 E. Bourgeois Street, Welsh, Louisiana.

**PERSONNEL CHANGES**

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

1. Name **VALERIE GILLESPIE**, Certified Nursing Assistant Instructor, effective 11/21/19, Kecia Clark resignation.
2. Name **STANLEY MITCHELL**, JES part-time custodian, effective 11/18/19, re: August Broussard resignation.
3. Name **DORIAN DAVIS-WARFIELD**, JHS part-time Clerical Aide, effective 11/18/19, re: Krystle Bertrand resignation.

**B. Personnel changes:**

**APPOINTMENTS**

1. Bethany Francois, JES Teacher, 11/01/19, re: Jessica Taylor grade/subject transfer.
2. Jeannel Jones, Welsh schools Cafeteria Tech, 10/14/19, re: C. Nixon termination.

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**TRANSFERS**

1. Kristy Conner, LAHS Cafeteria Manager to Welsh School Cafeteria Tech, 11/01/19, re: Erica Istre transfer to JWES.
1. Kristy Conner, Welsh School Cafeteria Tech to LAE Cafeteria Manager, 12/02/19, re: Gail Brister resignation. Erica Istre transfer to JWES.

**LEAVES**

1. E. Istre, JWES Cafeteria Tech, 09/18/19 to 11/04/19 and 09/18/19 to 12/01/19.
2. L. Pigno, Calcasieu School Bus Driver, 11/04/19 to 01/06/20.
3. V. Reed, JHS SPED Teacher, 10/07/19 to 10/21/19.
4. J. LeBlanc, WES Teacher, 10/14/19 to 10/25/19 and 11/06/19 and 11/04/19.
5. E. Leckelt, LHS Teacher, 11/14/19 to 11/25/19.
6. T. Gobert, Warehouse Maintenance, 11/06/19 to 11/13/19.
7. K. Krielow, LAE/LAHS SLP, 09/15/19 to 12/02/19.

**MATERNITY**

- 1 H. Kratzer, JES Teacher, 03/13/20 to 05/04/20.

**LEAVE WITHOUT PAY**

- 1 Cheryl Bergeaux, Central Office Custodian, 10/14/19 to 04/13/20.

**RESIGNATIONS**

1. Gail Brister, LAE CNP Manager, 11/30/19.
2. Kecia Clark, Sowela Certified Nursing Assistant Instructor, 12/31/19.
3. Carla Warden, JWES Para, 12/21/19.
4. Krystle Bertrand, JHS Clerical Aide, 11/22/19.

**RETIREMENTS**

1. A. Bellard, LAHS Teacher, 11/13/19, with 12.5 years of service.
2. Miriam Terese Bruchhaus, 12/13/19, with 28.5 years of service.

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

District Scores

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

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/s/ Phillip Arceneaux, 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.