



JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA
203 E. PLAQUEMINE STREET
JENNINGS, LOUISIANA
(337) 824-1834
AGENDA MEETING
THURSDAY, SEPTEMBER 15, 2022 at 6:00 p.m.
LIVE REMOTE ACCESS

FILE: BCB - SCHOOL BOARD MEETING RULES OF PROCEDURE
An individual speaker who appears at a School Board meeting to speak on an agenda item must register prior to the meeting, and will be allotted three (3) minutes to speak on the agenda item prior to School Board discussion on the agenda item.

I. CALL TO ORDER

**II. INVOCATION - George Harper and PLEDGE OF ALLEGIANCE - Hannah Grace and John David Harper
 Children of David and Arien Harper.**

III. ROLL CALL FOR DETERMINATION OF A QUORUM.

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IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON AUGUST 18, 2022 with the following corrections:

1. Playground equipment declared surplus is from James Ward Elementary and not Jennings Elementary.
Jennings Elementary School
 1. 2 jungle gyms
 2. 2 basketball goals
 3. 3 funnel ball games
2. Change the funding source to CDF funding (Career Development Fund) on the following
 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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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V. VOTE TO CHANGE THE ORDER OF TOPICS TO BE ADDRESSED AND TO ADD NEW ITEMS NOT ON THE ORIGINAL AGENDA.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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VI. BOARD COMMITTEE REPORTS:

A. FINANCE COMMITTEE - REQUEST FROM THE FINANCE COMMITTEE CHAIRMAN, PAUL TRAHAN, THAT THE SCHOOL BOARD:

1. Accept Budget Revision # 1 to the 2021-2022 General Fund budget and all Special Revenue Maintenance and Federal Funds.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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2. Adopt the 2022-23 Jefferson Davis Parish School Board Annual Operating Budget and the accompanying Budget Resolution. A public hearing will be held on Tuesday, September 13, 2022 at 3:30 p.m. in the Boardroom as required by law.

BUDGET RESOLUTION

Resolution adopting an Operating Budget of Revenues and Expenditures for the General and Special Revenue Funds, for the Fiscal Year beginning July 1, 2022 and ending June 30, 2023.

BE IT RESOLVED by the Jefferson Davis Parish School Board in general session convened that:

SECTION 1: The attached detailed estimates of revenues for the Fiscal Year ending June 30, 2023, be and the same is hereby adopted to serve as an Operating Budget of Revenues, for the General Fund, Special Revenue - Maintenance Funds, and the Special Revenue - Federal Funds during the same period.

SECTION 2: The attached estimates of expenditures by departments for the Fiscal Year ending June 30, 2023, be and the same is hereby adopted to serve as a Budget of Expenditures, for the General Fund, Special Revenue - Maintenance Funds, and the School Lunch Fund during the same period.

SECTION 3: The adoption of the Operating Budget of expenditures be and the same is hereby declared to operate as an appropriation of the amount herein set forth within the terms of the budget classification for the General Fund, Special Revenue - Maintenance Funds, and the School Lunch Fund.

SECTION 4: The appropriation for all other Special Revenue - Federal Funds Budgets presented herein shall be in accordance with budgetary expenditure limits and classifications approved by the Department of Education, the State Board of Elementary and Secondary Education, or any other appropriate state or federal agency, with such approval by these agencies representing full permission to expend funds accordingly.

SECTION 5: Each school within the parish has permission to expend its own School Activity Account funds for the normal operating needs of the school, including individual purchases in excess of \$10,000, without first seeking approval from the School

Board so long as all other fiscal policies of the School Board are followed.

SECTION 6: Amounts are available for expenditure only to the extent they are included within the 2022-2023 budget.

Passed and adopted at Jennings, Louisiana on this 15th day of September, 2022.

James Segura, President

ATTEST:

John G. Hall, Secretary

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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3. Accept the bid of The Tree House, Inc. for the 22-23 JDPSB Parishwide Computer Printing Supplies bid, who offered discount percentages that resulted in the lowest net cost of \$3,119.34 based on a sample of top purchased items from the 21-22 year, as recommended by the Director of Finance. Other bids received from CSS (\$3,444.52) and Quill.com (\$4,195.77). Sealed sealed bids were opened at 10 a.m. on Friday, September 9, 2022.

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4. Grant permission to JHS to accept the following donations:
 1. JHS Jazzers - \$210.00 - from Jazzers Booster Club - to be used to help cover the cost of Studio Geaux rental.
 2. JHS Football team - \$9,848.00 - from Jennings Quarterback Club - to be used for purchase of new headsets for the coaching staff.
 3. JHS Football - \$120.00 - from anonymous donor - to be used for season expenditures.
 4. JHS Varsity Basketball- \$250.00 - from anonymous donor - to be used for season expenditures.

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5. Grant permission to WAR to purchase 2 video/intercom master stations with 7: touch screen, 1 Video/intercom call station with door relay, 1 Electrical Retraction rim strike panic exit bar, 1 24-volt power supply quotes were as follows, in the amount of \$6,896.00 from Sylvan Special Systems, Inc. Other quote received from

CTI Security Solutions (\$7,910.03) and another sought from Valiant, LLC but not received. To be paid from Welsh CSD #1 Contingency Funds.

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6. Grant permission to WHS to accept the following donations:
 1. Sam Fontenot - \$500.00 - to be used to purchase ACT/wk shirts for students.
 2. Chuck Henderson, HFE Management, LLC - \$4,000.00 - to be used to go the construction of a new football ticket booth.
 3. T-Shirt Shop - \$199.33 - Lady Hounds Basketball - to be used for travel expenses.
 4. Jason Bouley \$100.00 - to FFA - to be used for supplies for FFA Department.
 5. WHS Backers/Shooting for the Hounds - \$17,421.35 - to be used for WHS athletic expenses.

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7. The Child Nutrition Program would like to adjust the final cost for the cafeteria tables that was passed in the July 2022 meeting. Shipping costs have increased resulting in an increase of \$1,080. Welsh High, Fenton, and the Child Nutrition Program will each increase their contribution by \$360 to make up the difference.

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8. Grant permission for all school cafeterias in Jeff Davis Parish to accept a donation of 16 Dechokers, a portable anti-choking device designed to use suction to clear food or other objects from the airways of choking victims, from Troy Trahan of Trahan Construction in Lake Arthur. The donation is valued at \$800.00.

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9. Approve the addition of a Slimline structure for Staff covering at Jennings Elementary at a cost not to exceed \$24,000. To be paid by Ward II Construction.

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10. Approve the addition of the sidewalk for the south stairwell door to the dumpster at Jennings Elementary at a cost not to exceed \$9,000. To be paid by Ward II Construction.

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11. Grant permission to WHS to accept the following donations:
 1. Anonymous Donation - \$125.00 - to WHS Color Guard - to be used towards expenses incurred throughout the year.
 2. WHS football- \$1,112.30 from Red Stick Sports - to be used towards expenses incurred throughout the year.

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B. INSURANCE COMMITTEE - REQUEST FROM THE INSURANCE COMMITTEE CHAIRMAN, MALON DOBSON, THAT THE SCHOOL BOARD:

1. Approve the payment to Jeff Davis Insurance in the amount of \$325,106.29 for the cost of adding the New Jennings Elementary Location to the Schedule of Values for the current year insurance policy. To be paid from the General Fund.

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C. Building & Grounds Committee- David Doise, Chairman

D. POLICY COMMITTEE - REQUEST FROM THE POLICY COMMITTEE CHAIRMAN, JODY SINGLETARY, THAT THE SCHOOL BOARD:

- A. The following policy changes are recommended by Forethought Consulting.

EMPLOYMENT OF RETIRED PERSONNEL: File JBDA

Effective: upon approval

Act 549 and ACT 601 both address rehiring of retired teachers in areas of critical shortages. These provisions address employees who retired before June, 30, 2020 and are effective until July 1, 2027. The revised statutes allow continued hiring without benefit suspension and without certifying the existence of a critical shortage. The revised requirements are left out of policy to avoid forthcoming changes in future years. Thus, Employment of Retired Personnel policy has been shortened to reference adherence to the statutes. School Boards' Directors of Human Resources are undoubtedly aware of the guidelines and more readily capable of ensuring compliance.

DISMISSAL OF EMPLOYEES: File GBN

Effective: upon approval Act 332 addresses dismissal of bus operators; it replaces "written notice of charges" with "receipt of the Superintendent's disciplinary action, if any."

SICK LEAVE: File GBRIB

Effective: upon approval

Act 648 revised policy regarding allowable uses of sick leave. In addition to use for personal illness and emergencies, the statutes now allow the use of sick leave for "special circumstances" for teachers, bus operators, and school employees.

MILITARY LEAVE: File GBRID

Effective: upon approval

Act 373 provides that a teacher whose employment was interrupted by military service be placed, upon return to employment as a teacher, on the step of the salary which he/she would have been placed if his/her employment had not been interrupted. Military service is defined by the Act as service as a member of the United States Armed forces during a war declared by the United States Congress

or in a peacetime campaign or expedition for which campaign badges are authorized.

SPECIAL EDUCATION ADVISORY COUNCIL: File ID DFA

Effective: upon approval

Act 576 revised policy to change the make-up of the council. In addition to changing the percentages of certain members to be included, the Act now mandates that a council shall be comprised of at least eight (8) members. The annual written report of the council which was already mandated is now also to be posted on the School Board's website and reported to the State Department of Education.

PUBLIC SCHOOL CHOICE: File JBCE

Effective: upon approval

Act 533 allows for students to enroll in a "program of choice" in his or her school system without regard to attendance zones under certain conditions. A program of choice is defined as a public high school program that allows a student to concurrently pursue a high school diploma and one of the following: (1) a postsecondary degree, credential, or certificate or (2) a state-registered apprenticeship or pre-apprenticeship. The program of choice must not be offered at the public high school in which the student was most recently enrolled or would otherwise attend, and the high school and program of choice have the available capacity at the appropriate grade level. Similar to provisions for public school choice based on performance scores, School Boards must define capacity and include a transfer request period beginning no later than March 1st and ending no later than March 28th.

CHILD ABUSE: File JGCE

Effective: upon approval

Act 180 amended language to the Child Abuse policy. That age- and grade-appropriate classroom instruction be provided to all students relative to child assault awareness and prevention, and new language requiring that the instruction include how students may report abuse or assault to the Department of Children and Family Services hotline (and where on the school's website the number for the hotline is located).

PATRIOTIC ORGANIZATIONS: File New Policy - LEH

Effective: upon approval

Act 485 allows patriotic organizations to use public school facilities for student participation in activities at times other than instructional time during the school day. Patriotic organization means a youth group that is listed as a patriotic society in Title 36 of the United States Code.

STUDENT CODE OF CONDUCT: File - JCDA

Effective: upon approval

Changes to standardize the use of "shall" rather than "will", "must" or "should". Reinserted the opening paragraph from the original policy and include the full name at least once of abbreviated items.

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E. Transportation Committee - Greg Bordelon, Chairman

F. **16TH SECTION COMMITTEE - REQUEST FROM THE 16TH SECTION COMMITTEE CHAIRMAN, CHARLES BRUCHHAUS, THAT THE SCHOOL BOARD:**

1. Grant permission to advertise for bids for 16th Section land on a cash rent basis. Term of this lease beginning on January 1, 2023 and

ending on December 31, 2027, with rents payable on March 1st of each year. At the end of the primary term, Lessee would be granted the option to renew lease for five calendar years.

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- G. Ward II Committee - Phillip Arceneaux, Chairman
- H. Legislative Liaison - Donald Dees, Chairman
- I. Long Range Planning - Donald Dees, Chairman
- J. **FOOD SERVICE COMMITTEE - REQUEST FROM THE FOOD SERVICE COMMITTEE CHAIRMAN, TERRY LEGER, THAT THE SCHOOL BOARD:**

1. To stay in compliance with federal Non Program Food Revenue calculations, the Child Nutrition Program is requesting that the adult meal prices (employees and invited guests) be increased to \$3.50 for breakfast (was \$2.25) and \$5.00 for lunch (was \$4.00). The last increase was in August 2020.

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

VIII. NEW BUSINESS:

1. Approve the following job description:

DIRECTOR OF FINANCE

Minimum Qualifications (must have at least one of the three)

- Baccalaureate Degree with a minimum of 24 hours of business-related coursework, such as accounting, finance, or management.
- Masters Degree in public or business administration.
- Certified Public Accountant license in the State of Louisiana.

Work Experience

- An applicant for a lead school business official shall have not less than 3 years of work experience in a field relevant to the duties and responsibilities of a lead school business administrator. Relevant areas shall include accounting, finance, or other areas of fiscal management.

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:

1. Supervises the activities of all accounting department personnel and all accounting operations of the school system.
2. Communicates the financial status of the School Board through the preparation of all requested financial reports and statistical research data.
3. Advises the Superintendent and Assistant Superintendent on all matters related to the business and financial affairs of the school system.
4. 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.
5. Prepares, completes, and submits all financial reports and forms as required by state and federal regulations.
6. Designs and monitors a sound system of internal controls for the protection of School Board assets.
7. Supervises the maintenance of proper documentation standards for all school system payments and disbursements.
8. Coordinates and supervises all banking transactions and investment activity with the Accountant and the Investment Manager, including the issuance of all payroll checks.
9. Approves relevant purchase orders as presented by School Board personnel along with the Superintendent and Assistant Superintendent.

10. Reviews monthly bank statements and bank reconciliations prepared by the Accountant.
11. Supervises the internal auditing of school activity fund checking accounts as well as the fixed asset inventory performed and prepared by the Assistant Accountant.
12. 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.
13. 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.
14. 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.
15. 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.
16. Monitors the activities of the Sales Tax Collector and the Sales Tax Department.
17. Communicates relevant School Board financial data as requested to all interested taxpayers and stakeholders as well as to the public at large.
18. 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.
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 provisions of the School Board's policy on Evaluation of Personnel.

Approved by: _____ Date: _____

Reviewed and Agreed to by: _____ Date: _____

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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2. Approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Daniel Stanley, LHS Softball.
2. Bentley Richard, EHS volleyball.

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3. Approve the following Out of State Travel:

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

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***** ADDENDUM TO NEW BUSINESS**

1. Approve the following Out of State Travel:

1. LHS and EHS FFA students, sponsors and parents to travel to Indianapolis, IN from 10/24/22 to 10/30/22 to attend the National FFA Convention.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT		DISCUSSION	VOTE
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2. Approve the following non-faculty coaches upon completion of LHSAA coaching course certification and Board policy requirements:

1. Lance Richard, LHS boys and girls tennis and basketball.
2. Blaine Landry, LHS boys and girls tennis and basketball.

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IX. INFORMATION

1. Condolences are extended to the families of:
 - A. Eugene Kershaw, Jr., Lake Arthur Schools Bus Driver.
 - B. Shirley Broussard, LAES Secretary and School Board Payroll Clerk, who retired in 1994, with 25 years of service.

X. PERSONNEL CHANGES

A. Personnel appointments as determined by the Superintendent:

1. Name _____, Finance Director, School Board Office, effective ASAP, re: Meghan Campbell resignation.
2. Name **JERRY WHITLOW, JR.**, Technology Technical Specialist, effective 10/12/22, re: Layton Hebert resignation.

B. Personnel changes:

APPOINTMENTS

1. John Gay, Welsh Schools Bus Operator, 09/01/22, re: Heidi Mallett resignation.
2. Jan Prejean, JHS Cafeteria Tech, 08/29/22, re: Angie Smith resignation.
3. Crystal Thompson, JHS Cafeteria Tech, 08/29/22, re: Dillion Riggs resignation.
4. James Gueringer, Master Craftsman, Warehouse/Tech Center, 09/12/22, re: Terry Gobert retirement.
5. Charles Willridge, Jennings Schools Bus Operator, 08/01/22, re: new Position.

6. Avery Monceaux HHS part-time Counselor, (Funding Source change - General Fund 3 days- Title I 1 day)
7. Terry Prudhomme, WHS Cafeteria Tech, 08/17/22, re: Frankie Teal transfer.
8. Brian Durio, JES Custodian, 08/22/22, re: Angela Ledet resignation.
9. Jessica LeGros, JHS Custodian, 08/19/22, re: Edward Young retirement.
10. Sheila Burgin, LAES Bus Operator, 09/01/22, re: Advelena Fontenot transfer.
11. Lori Lemmons, WEIC Administrator, 09/06/22, re: Wade Marcantel transfer.

TRANSFERS

1. Freddie Thomasse, LAHS Teacher/Coach to EHS Teacher/Coach, 09/06/22, re: Chris Cane resignation.
2. Jane Fontenot, HHS Custodian to JES Custodian, 09/06/22, re: Jerome Dugas transfer.

LEAVES

1. E. Vallo, LAHS Teacher, 08/12/22 to 09/26/22.
2. M. Primeaux, LAHS Teacher, 08/24/22 to 12/16/22.
3. L. Faulk, WHS Teacher, 08/25/22 to 10/14/22.
4. M. Deville, WAR Teacher, 08/26/22 to 09/26/22.
5. A. Fruge, JES Teacher, 09/13/22 to 12/08/22.
6. C. Murrell, FES Teacher, 08/29/22 to 09/12/22.

MATERNITY LEAVE

5. M. Landry, JES Bus Driver, 08/12/22 TO 09/23/22.

RESIGNATION

1. Jessica Tate, JES SLP, 09/02/22.
2. Angela Ledet (Savoy), JES Custodian, 08/17/22.
3. Destiny Ceasar, EES SPED Para, 07/01/22.
4. Stanley Mitchell, JES Custodian, 09/07/22.
5. Eugene Kershaw, Jr., Lake Arthur Schools Bus Driver, 08/28/22.
6. Dwaine Thurman, WEIC Para, 09/07/22.

RETIREMENTS

1. Charlotte B. Hardy, WES Para, 08/31/22, with 31 years of service.
2. Renee Bertrand, WES Teacher, 12/31/22, with 24.5 years of service.

XI. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

XII. EXECUTIVE SESSION

A. Motion to enter into Executive session.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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B. Motion to resume in regular session.

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XIII. ADJOURN

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IN COMPLIANCE WITH STATE LAW, A COPY OF THIS AGENDA WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON WEDNESDAY, SEPTEMBER 14, 2022 BY 4:00 P.M.

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE, PLEASE CONTACT DEBBIE AT 337-824-1834 DESCRIBING THE ASSISTANCE THAT IS NECESSARY.