



JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA
203 E. PLAQUEMINE STREET
JENNINGS, LOUISIANA
(337) 824-1834
AGENDA MEETING
THURSDAY, JULY 20, 2023 at 6:00 p.m.

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 and PLEDGE OF ALLEGIANCE.

III. ROLL CALL FOR DETERMINATION OF A QUORUM.

ARC	BORD	BRUC	DOB	DOISE	FREY	JONES	P. LEJEUNE	S. LEJEUNE	PATT	PETRY	TRAH	WALK
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IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON JUNE 15, 2023.

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. PRESENTATION/RECOGNITION

- A. Recognition and thanks to State Senator Mark Abraham and State Representative Troy Romero for their work and support for the State General Fund money that has awarded \$300,000 to Lacassine High School, dedicated to help build softball and baseball fields in Lacassine and \$100,000 to Elton High School, for bleacher replacement.

VII. BOARD COMMITTEE REPORTS:

- A. **FINANCE COMMITTEE - REQUEST FROM THE FINANCE COMMITTEE CHAIRMAN, PHILLIP ARCENEUX, THAT THE SCHOOL BOARD:**

1. Grant permission to WHS Band to accept the following donations:
 1. F.W. Walton, Inc. \$1,000.00
 2. Heath Mott \$150.00
 3. Clear Choice Fundraising \$5,129.60
- Funds will be used towards uniform costs

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- Adopt the following Jefferson Davis Parish School Board Coaching Supplements:

**Jefferson Davis Parish School Board
Proposed Coaching Supplements**

High School

Class	11% Coach who works in two sports, both must be varsity sports and they must report to work 10 additional days in July/August (before the first day for teachers)	5.5% Coach who works in two sports, one must be varsity sport and they must report to work 5 additional days in July/August (before the first day for teachers)	Athletic Director	Head Football	Assistant Football	Head Basketball	Assistant Basketball	Head Baseball Softball Volleyball	Assistant Basketball Baseball Softball Volleyball	Head Coach Track	Assistant Coach Track	Danceline Sponsor	Cheerleader Sponsor	Tennis Swim Golf Cross Country Powerlifting Coach Girls \$400 Boys \$400
3A	7	3	\$900	\$2,800	\$1,800	\$2,000	\$800	\$1,000	\$800	\$800	\$700	\$800	\$800	\$800
2A	6	3	\$800	\$2,800	\$1,800	\$2,000	\$800	\$1,000	\$800	\$800	\$700	\$800	\$800	\$800
1A	5	3	\$700	\$2,800	\$1,800	\$2,000	\$800	\$1,000	\$800	\$800	\$700	\$800	\$800	\$800
B/C	2	2	\$600			\$2,000	\$800	\$1,000	\$800	\$800	\$700	\$800	\$800	\$800

- 11% - Coach must work in two varsity sports & report to work 10 additional days in July/August (before the first day for teachers).
- 5.5% - Coach must work in two sports, one must be a varsity sport and they must report to work 5 additional days in July/August (before the first day for teachers).

Junior High

Head Football	Assistant Football	Head Coach Basketball, Baseball, Softball, and Track	Danceline Sponsor	Cheerleader Sponsor
\$2,000	\$1,500	\$600	\$600	\$600

- Each Junior High gets **one** supplement for head football and assistant football.
 - Each Junior High gets a supplement for the head coach of each non-football sport.
- 7/2023

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- The Child Nutrition Program would like permission to accept the USDA 2022 National School Lunch Program (NSLP) Equipment Assistance Grant for Jennings High school is the amount of \$9,993.00 for an Open Merchandiser.

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- The Child Nutrition Program would like permission to accept the USDA 2022 National School Lunch Program (NSLP) Equipment Assistance Grant for Lake Arthur High school is the amount of \$9,993.00 for an Open Merchandiser.

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- Grant permission for the Jefferson Davis Parish School Board to accept the following donation: Associated Professional Educators of Louisiana (A+PEL) - \$500. To be used for New Teacher Induction.

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6. Grant permission to WHS to replace/purchase 2 - 5 ton rooftop A/C units on the Welsh Cafeteria at a cost of \$16,240.00 (materials and installation) from Young's Appliance Repair. Other quotes received from Efficient Air Systems, LLC \$18,820.00 and L and R Air Conditioning, LLC \$19,420.00. To be paid from CSD #1 Contingency Funds.

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7. Grant permission to Danielle Simien, CTE Supervisor to purchase 6 Pro-Certification and Practice Test license bundles for EHS, WHS, LHS, LAHS, HHS and JHS @ \$3,640 each for the renewal of the GMETRIX software for students to prepare for the Adobe credentialing exam. This software allows students enrolled in Digital Media I an opportunity to earn a Statewide Basic and a Statewide Advanced Industry based credential. Earning these credentials will benefit the school and district's accountability, assist students in satisfying graduation requirements necessary for Jumpstart pathways, and provide the students with certifications that could benefit them as they enter the job force immediately upon graduation. The total for this purchase will be \$21,840 and will be paid out of CDF (Career Development Funds) funding.

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8. Grant permission to pay for the Fall and Spring tuition for dual enrollment students to SOWELA Technical Community College. Fees will be covered with SCA (Supplemental Course Academy/Course Choice funds).

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9. Grant permission to LAE to purchase from Teacher's Pet new playground equipment for the Pre-K and K area at a cost of \$28,665.00 which includes cost of removal of old equipment. Other quotes received from Planet Recess (\$24,706.11 with no equipment removal) and Hann Enterprise (\$50,648.00). Teacher's Pet was the only company who came out to measure the area for equipment. To be paid from Contingency #1.

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10. Grant permission to accept Change Order No. 1 on the Fenton Elementary School Renovation Project.

Change Order #1 reflects additional sitework required due to unexpected soil conditions encountered:

Bid Changes as follows:

The Original Contract Sum was	\$1,385,000.00
The net change by previously orders	\$.00
The Contract Sum prior to this Change Order was	\$1,385,000.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 29,733.00

The new Contract Sum including this Change Order will be \$1,414,733.00

The Contract Time will be increased by zero (0) days

The new date of Substantial Completion will be **Wednesday, September 27, 2023.**

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*** INFORMATION TO FINANCE

1. The Department of Special Services has ordered the following high quality resources/materials, technology, and Professional Development for our Special Education Instructional Settings.
 1. Curriculum/Materials: Funds used: IDEA 611 ARP (Achieve) 600-ITUT
 - Amplify - CKLA 2nd edition Ancillary boxes (K-1) - \$11,340.00
 - Firelight - Student & practice books/ kits (Algebra, Geometry, Careers 1 and Careers 2) - \$4,235.00
 - SPIRE Teacher sets (Level 1-4) and SPIRE student Bundles (Level 1-3) - \$5,886.51
 2. Technology - Funds used: IDEA 611 ARP (Achieve) 600-IDEV
 - 10 - 10.2 inch iPads - \$2,990.00
 - 10 - ProLoQuo 2 Go Apps for iPads - \$2,500.00
 - 2 - Smart Charging Cart - \$1,798.00
 - 113 - Google Chromebooks - \$33,572.30
 3. Professional Development - Funds used: IDEA 611 ARP (Achieve) 300-IPRE
 - Classworks - 2 Onsite training - Double session & 2 virtual training sessions - \$4,525.00
 - SPIRE Onsite PD - \$3,250.00
 4. Classworks My MTSS/My Interventions - \$39,975.00 - Funds used: IDEA-B 500-11

5. The following virtual educational site/program was purchased to meet the academic needs of our at risk students.

1. Edmentum (Comprehensive Library program license, Consulting services onsite, Unlimited access to live PD) - \$11,320.00 -
Funds used: IDEA-B 500-99 CEIS A

B. INSURANCE COMMITTEE - REQUEST FROM THE INSURANCE COMMITTEE CHAIRMAN, CHARLES BRUCHHAUS, THAT THE SCHOOL BOARD:

1. Accept the quote provided by Risk Services of Louisiana for Student & Athletic Insurance from Student Assurance Services, Inc., for the 2023-2024 school year beginning August 1, 2023 and ending August 1, 2024 for a price of \$5,118.23 as recommended by the Director of Finance. (Prior year cost was \$3,118.23).

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- C. Building & Grounds Committee - David Doise, Chairman
- D. Policy- Russell Walker, Chairman
- E. Transportation Committee - Greg Bordelon, Chairman
- F. 16th Section-Charles Bruchhaus, Chairman
- G. Ward II - Phillip Arceneaux, Chairman
- H. Legislative Liaison - Greg Bordelon, Chairman
- I. Long Range Planning - Malon Dobson, Chairman
- J. Food Service Committee - Greg Patterson, Chairman

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

IX. NEW BUSINESS:

1. Declare the following buses surplus and grant permission to send them to the next available auction.

1. Bus 253 VIN# 1HBBAAM31H411187
2. Bus 254 VIN# 4DRBRABM34A962941
3. Bus 256 VIN# 4UZAAXCT45CN86978
4. Bus 257 VIN# 4UZAAXCT65CN86978
5. Bus 258 VIN# 4UZAAXCT05CU43198

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2. The Child Nutrition Program would like permission to extend the Community Eligibility Provision for the 2023-2024 School Year to become district wide allowing for all students in the parish to eat breakfast and lunch meals at no cost.

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3. Grant permission to adopt the following new job description for a IDEA/Federal Funds Assistant Accountant:

IDEA/ Federal Funds Assistant Accountant

Qualifications:

1. Baccalaureate degree in accounting or related business field with 24 hours of accounting classes from an accredited college or university.
2. School Board or other governmental accounting experience preferred.
3. Demonstrated knowledge of computer spreadsheets and Microsoft Office Products.
4. Experience in bookkeeping; Organization and record keeping skills.

Reports to: Special Education Supervisor and Director of Finance

Job Goal: To assist in the proper administration of the fiscal affairs of the Parish School system in an efficient and expeditious manner as to providing maximum use of educational services from available financial resources.

Performance Responsibilities:

1. Assist in the preparation and the accumulation of relevant data used in the budgetary process for all funds as directed by the Accountant and Director of Finance.
2. Prepare, maintain, and control fixed asset record ledgers and supporting documentation concerning fixed asset acquisitions and deletions.
3. Maintain file documentation on particular accounts as directed.
4. Make periodic and timely visits to all School Board sites to physically inspect fixed asset locations as needed.
5. Assist in the preparation of monthly bank reconciliations.
6. Assist in the administration of school accounting policies and procedures by making periodic and timely visits to the school sites to review the supporting detail behind all recorded financial transactions for compliance with the bookkeeping practices outlined in the *School Accounting Handbook*.
7. Assist school secretaries with questions concerning their record keeping, the reconciliation of their bank statements, and preparation of their monthly reports.
8. Assist in the maintenance of crash records of receipts and disbursements.
9. Assist in the daily deposits of cash and opening of mail.
10. Assist in the preparation and reporting of all Profile of Educational Personnel data as required by the Department of Education.
11. Assist in the preparation of mandatory reports required by the state during the year.
12. Perform all other duties that are signed by the Director of Finance, the Accountant, or the Superintendent.
13. Follow fiscal policies and procedures as specified by the Jefferson Davis Parish School Board and the State Department of Education.
14. Maintain computer records, tracking system, and documentation for special education budgets.
15. Assist in the preparation of budgets and amendments for special education projects.
16. Prepare Requests for Reimbursements and reports for projects according to guidelines.
17. Keep the Special Education Supervisor aware of the status of accounts.
18. Compile data needed for fiscal reports and audits.
19. Type and disseminate special education purchase orders. Contact companies and personnel, when necessary, regarding purchase orders.

- 20. Check packing slips and invoices to verify receipt of merchandise.
- 21. Code and process invoices, work vouchers, and travel forms for payment.
- 21. Assist in obtaining contracted services and maintain records.
- 22. Prepare, disseminate, and maintain Time Distribution Records for personnel paid by projects.
- 23. Order and maintain inventory of administrative office materials and supplies.
- 24. Copy and submit Medicaid forms for payment.
- 25. Maintain positive relationships with administrators, special education personnel, and parents.
- 26. Perform other tasks assigned by the Special Education Supervisor and Director of Finance.

Terms of Employment: Twelve months per year. Salary established by Jeff Davis Parish School Board.

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

Approved by: _____ Date: _____

Reviewed and

Agreed to by: _____ Date: _____

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- 4. Grant permission to Superintendent Hall to enter into a Cooperative Endeavor Agreement with Sowela for Dual enrollment.

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- 5. Approve the following non-faculty coaches for 2023-2024 upon completion of LHSAA coaching course certification and Board policy requirements.
 - 1. Christopher Hornsby - LAHS Girls Basketball
 - 2. Christin Legros - LAHS Swimming Coach

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- 6. Declare the following Tech Center/Warehouse items as surplus and send to the next available public auction:
 - 1 small ice machine
 - 36 large aluminum walkways
 - 18 small aluminum walkways
 - 9 aluminum stairs
 - 1 window unit (AC)
 - 2 electric plumbing snakes with extra drum
 - 2 lawn mower decks
 - 2 exmark zero turn mowers
 - 2 large power boxes
 - 1 small power box
 - 1 box blade

- 2 walk in cooler fans
- 1 standalone water cooler
- 1 wall mounted water cooler

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7. Declare the following as critical shortage for the 2023-24 school year:
 All grades Special Education, Speech Therapist/Pathologist, 6-12 Mathematic, 6-12 Science, 6-12 Spanish, 6-12 English, 6-12 French, 6-12 Social Studies, FACS, 6-12 Business Education, Bus Operator, Counselor, Administration, Pre-K-5 All Subjects, and Librarians.

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8. Grant permission to adopt the following new job description for a Special Education Clerk I:

JOB DESCRIPTION

- Title:** Special Education Clerk I
Qualifications: High School Diploma or equivalent training or experience in typing, filing, bookkeeping, and general office procedures.
Reports To: Supervisor of Special Education
Job Goal: To maintain efficiency of the office through discharge of duties.

Performance Responsibilities:

- a. Conducting my tasks and assignments as directed by the Supervisor of Special Education in an effective, efficient, and timely manner.
- b. Knowledgeable of Jefferson Davis Parish School’s policies and goals set forth by Superintendent and/or Board.
- c. Knowledgeable of Special Education IDEA Laws, initiatives, and requirements to assist in organization decisions.
- d. Handling telephone and written inquiries from school personnel and the public regarding special education students or other matters relevant to the work of IDEA.
- e. Maintaining a roster of all the special education classes in the schools assigned.
- f. Monitoring accuracy of special education data by generating timeline reports and communicating to teachers.
- g. Maintaining special education database for a fixed caseload of teachers by entering data into eSER.
- h. Compiling State Department of Education required data summaries for respective teachers and/or schools.
- i. Maintaining special education students’ data elements required for delivery of services not required in the state database such as transportation needs.
- j. Preparing materials for special education in-services such as copying material, putting binders together, and designing sign in sheets and evaluations.
- k. Pulling special education students’ cases from the file room for transfers or to review contents of case, if there is a concern.
- l. Maintaining a list of special education students eligible for Extended School Year Program (ESYP).

- m. Inputting teacher information and ESY IEPs to be able to set up rosters for the Extended School Year Program.
- n. Inputting ESY IEPs online to the State Department at the end of the Extended School Year Program.
- o. Maintaining special education students' data elements required for the delivery of services such as low incidence zoning, OT, PT, and APE.
- p. Maintaining a record of the daily absences of itinerant teachers.
- q. Maintaining a schedule for itinerant teachers.
- r. Sending out letters to parents of students receiving OT/PT services to get approval from students' physicians.
- s. Sending out letters to parents in the summer months regarding an IEP once an initial evaluation has been completed.
- t. Projecting special education teacher students in classes for the next school year.
- u. Processing incoming calls from parents for routing to appropriate special education program personnel.
- v. Picking up and delivering materials to printing, schools, Child Welfare & Attendance, etc.
- w. All other assignments that are presented by the Supervisor of Special Education.

Terms of Employment: Twelve months per year. Salary as established by the Jefferson Davis School Board.

Evaluation: Performance of the job will be evaluated in accordance with Provisions of the Board's policy on Evaluation of Support Personnel.

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***** ADDENDUM TO NEW BUSINESS**

- 1. Approve the following non-faculty coach for 2023-2024 upon completion of LHSAA coaching course certification and Board policy requirements.
 - 1. Charlie Benoit - LAHS Softball

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IX. INFORMATION

- 1. Condolences are extended to the families of:
 - A. Richard Birdwell, Sr., EHS Teacher, who retired in 1995 with 26 years of service.
 - B. Cheryl Davis, LAHS Cafeteria Tech, who retired in 2016, with 15 years of service.
 - C. Eugene Kershaw, Sr., Bus Driver who was in his 18th year of service.
 - D. George Sibley, WES/LHS Teacher who retired in 1982, with 24 years of service.
- 2. James Ward Center for Excellence Ribbon Cutting and Chamber Breakfast will be held on Wednesday, August 9, 2023 from 7:00 to 9:00 a.m.

X. PERSONNEL CHANGES

A. Personnel appointments as determined by the Superintendent:

1. Name **ASHLEY LEWIS**, as Secretary Technology Center Warehouse, 07/ 24/23, re: Maxine Lege Disability Retirement.
2. Name **LARRY DANIELS, JR**, as Driver Food Service Warehouse, 07/10/23, re: Eulis Capdeville retirement.

B. Personnel changes:

APPOINTMENTS

(effective 08/7/23 unless stated otherwise)

1. Angela Guillory, LHS Teacher, re: Diana Fontenot transfer.
2. Bridget Temple, WES PE Teacher, re: Madyson Brasseaux transfer.
3. Katie Dorr, JWCE DOT Teacher, re: Macala Broussard transfer.
4. Derrell Joubert, LAES PE Teacher, re: Penny Leger transfer.
5. Christian Blair, JHS SPED Teacher, re: James Estes resignation.
6. Kristin Bonsall, LHS SPED Teacher, re: Hayley Augustine
7. Jason Jagneaux, HHS Principal, 07/24/23, re: Dr. Cassidy Juneau promotion.
8. Kurt Simon, JES part-time Custodian, 06/26/23, re: Advelina Goldman transfer.
9. Tyler Van Zandt, EES PE Teacher, re: Tyler Chachere promotion.
10. Maddison Sittig, LHS Science Teacher, re: Amie Matte -Cobb resignation.
11. Peyton Thibodeaux, LHS SPED Teacher, re: Hayley Augustine transfer/resignation.
12. Justin Paul, EHS Teacher, re: Hannah Hetzel transfer.
13. Luci Arsement, JES Teacher, re: new position.
14. Tasha Thibodeaux, HHS Para, re: new position.

TRANSFERS

(effective 08/7/23 unless stated otherwise)

1. Stefanie Goodley, EES Teacher to JES Teacher, re: C. Whitman transfer.
2. Kimber Prejean, HHS Social Studies to HHS Study Skills.
3. Fred Sketoe, LAHS Teacher/Coach to LAHS Ag Teacher, re: Robert Price retirement.
4. Betty Miller, JES SPED Para to FES SPED Para, re: new position.
5. Macala Broussard, WEIC Teacher to JHS Teacher, re: Shannon McSwain transfer.
6. Jenny McNabb, WES Teacher to WAR teacher, re: Dona Sockrider transfer.

7. Don Ahshapanek, EHS 6-8 Science to EHS 6th grade SS/Workplace Safety/Health, re: Nicholas Benoit resignation.
8. D’juana Touchet, LHS Jr. High Math to LHS 4th and 5th Math, re: Faith Roussell resignation.
9. Penny Leger, LAES PE Teacher to WES Teacher, re: Jenny McNabb transfer.
10. Maddison Brasseaux, WES Teacher to LHS Teacher, re: Laura Roberts resignation.
11. Avery Monceaux, HHS part-time counselor to HHS full-time counselor, (.8 General Fund .2 HHS Title I).
12. Dana Sockrider, WAR Jr. High Teacher to HHS Teacher, re: new position.

MATERNITY LEAVES

1. G. LeJeune, LAES Teacher, 07/10/23 to 09/04/23.

RESIGNATION

1. Nicholas Benoit, EHS Teacher/Coach, 05/26/23.
2. Ronald McZeal, JHS Teacher, 05/27/23.
3. Faith Roussell, LHS Teacher, 06/26/23.
4. Hayley Augustine, LHS SPED Teacher, 06/26/23.
5. Devaughn Davis, EES SPED Para, 05/26/23.

RETIREMENTS

1. Gwen Vickers, Welsh Schools Cafeteria Tech, 05/29/23 with 8 years of service.
2. Maxine Lege, Warehouse/Tech Center Secretary, 06/15/23, with 17.30 years of service.
3. Felton Cormier, Jr., Warehouse/Tech Center Plumber, 08/01/23, with 9.5 years of service.

XI. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

XII. EXECUTIVE SESSION

A. Motion to enter into Executive session.

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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 ADDENDUM WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON WEDNESDAY, JULY 19, 2023 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.