



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA  
 203 E. PLAQUEMINE STREET  
 JENNINGS, LOUISIANA  
 (337) 824-1834  
 AGENDA MEETING  
 THURSDAY, JANUARY 25, 2024 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 DECEMBER 14, 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. RECOGNITION/ PRESENTATIONS:**

- JHS EdRising Students

**VII. BOARD COMMITTEE REPORTS:**

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

- Review of 2nd quarter Budget-to-Actual Comparisons on the General Fund and all Special Revenue Funds presented by Director of Finance, Christin LeGros.
- Presentation of the 2022-2023 Audited Financial Statements and Audit Opinion by Mike Gillespie, CPA, External Auditor of the School Board.

- Accept the recommendation by the Director of Finance and Superintendent to accept the report Mike Gillespie, CPA, External Auditor of the School Board.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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2. Grant permission to Superintendent Hall and Architect, Steve Hotard, to seek bids for the renovations and upgrades to Elton Elementary's cafeteria.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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3. Grant permission to Superintendent Hall and Architect, Steve Hotard, to seek bids for the sewer project at Hathaway High School.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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4. Grant permission to Fenton Elementary School to accept the following donation:

1. Rhonda Rideaux - \$300.00. Funds to be used for Needy Fund for students needs.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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5. Grant permission to Jennings Elementary School to accept the following donations for students in need of supplies or other school based needs:

1. American Legion, James O Hall Post 19 - \$1,000.00.
2. Veterans of Foreign Wars. - \$1,000.00

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6. Grant permission to Jennings High School to accept the following donation:

1. Fred B. & Ruth B. Zigler Foundation - \$650.00. Funds to be used by JHS Environmental Science class for tickets to the Houston Museum of Natural Science Field Trip.

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7. Grant permission to Welsh High School to accept the following Donations

- A. Funds for WHS Danceline towards trip to Nationals in Orlando:
  1. Church Point Pharmacy - \$50.00
  2. Welsh Rotary Club - \$350.00
  3. C. Morvant Construction - \$100.00
  4. Bubba Oustalet - \$100.00
  5. Kathy Iguess - \$13,800.00
- B. Funds for WHS Band
  1. Laura D. Assunto - \$100.00
- C. Girls Basketball
  1. Troy Romero - \$250.00. Funds to be used for season expenses.
- D. Tennis
 

Provincial Homebuilders - \$125.00. Funds to be used for season expenses.

E. PBIS

Kelley Kade - \$60.00. Funds to be used towards snacks for hound coins (good behavior reward)

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8. Accept the following donations made to the McKinney-Vento Homeless Program:

1. Thank you to the *Gifting Grace Project* in Lafayette, LA (337-321-3356) for donating 55 bags of gifts (\$60+ average value each) plus about 40 drawstring bags filled with candy, gift cards and trinkets (\$25+ average value each). Estimated total of at least \$4,100.
2. Thank you to First Baptist Church of Jennings for donating and additional 28 gifts.

Number of student gifts dropped off at each school.

- Elton Elementary – 3
- Elton High – 4
- Fenton Elementary – 2
- Hathaway High – 13
- Jennings Elementary – 21
- Jennings High – 16
- Lacassine High – 7
- Lake Arthur – 8
- Welsh Elementary – 5
- Welsh Roanoke Jr. High – 3

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9. Grant permission to JES to purchase 300 Boomerang-Shaped Student Desks with book boxes at a cost of \$210.04 each on State Contract from Virco (#4400025969). To be paid from Ward II Construction.

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10. Accept the lowest base bid from Gunter Construction in the amount of \$664,554.65 for Phase I of the Lacassine Athletic Complex, Baseball and Softball fields. Other bids received were from Triton Construction @ \$790,456.50, LA Truck and Tractor @ \$1,002,962.25, and Trahan Construction @ \$739,370.44. To be paid using a combination of funds: Community Donations, Act 397 Funds and SD #8 Contingency funds.

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11. Grant permission to Lake Arthur High School to accept the following donation:

1. Home Bank - \$1,300.00. Funds to be used for powerlifting team to purchase equipment and defer expenses.

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12. Grant permission to WHS to purchase a new camera system on state contract price of \$31,411.00 from United Automation (State contract #4400028681). To be paid from CSD#1 Contingency Funds.

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13. Laurie Duhon, Technology Supervisor, is requesting permission to enter into contract negotiations on a 3-year contract with 2 additional 1-year extension options with Conterra Networks for WAN and Internet services; the other bidder on this project was AT&T.

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- B. Insurance - Charles Bruchhaus, Chairman
- C. Building & Grounds Committee - David Doise, Chairman
- D. **POLICY COMMITTEE - REQUEST FROM THE POLICY COMMITTEE - RUSSELL WALKER, CHAIRMAN**

**Adopt the following new or revised policies:**

The following policy changes are recommended by Forethought Consulting and JDP.

**ADMINISTRATIVE RECORDS: File CN**

Effective: upon approval

Act 247, revised La. Rev. Stat. Ann. §44:32 regarding fees for duplication of public records. It states, "Any custodian who elects to establish and collect such fees shall establish a reasonable fee schedule and post the schedule where it can be readily accessed by the public." The policy has been revised to require that the schedule be posted where it can be readily accessed by the public, includes the information in a new section which expands on duplication of records and a new section includes suggested information addressing disposal of records.

**USE OF AUTOMATED EXTERNAL DEFIBRILLATOR (AED) AND CARDIAC EMERGENCY PLAN: File EBBH**

Effective: upon approval

Act 234, revised La. Rev. Stat. Ann. §40:1137.3 to require each elementary, middle, and high school to have AEDs, and that any such school that sponsors an interscholastic event shall have an AED and a trained AED user who is trained in first aid CPR at the event. In addition, these schools shall have a "cardiac emergency response plan" to reduce death from cardiac arrest at an interscholastic athletic event. These revisions are reflected in the policy Use of Automated Defibrillator (AED) and Cardiac Emergency Plan.

**SCHOOL WELLNESS: File JGB**

Effective: upon approval

Act 219 enacts La. Rev. Stat. Ann. §17:17.7 and requires that each public school which includes any of the grades kindergarten through five to provide at least fifteen (15) minutes of recess, consisting of supervised, unstructured free play, each school day.

**STUDENT HEALTH SERVICES: File JGC**

Effective: upon approval

Act 266 enacts La. Rev. Stat. Ann. §17:392.11 and requires that the Department of

Education (DOE) select a dyslexia screener and provide it at no cost to each public school. The dyslexia screener shall be administered to each student by a classroom teacher in the second half of kindergarten, or upon request of a teacher or parent or legal guardian.

**PROBATION: File GBG**

Effective: upon approval

The Probation policy has been updated to recognize the Superintendent’s authority to dismiss school employees (those employees who are not teachers or bus operators) without going to the School Board. School employees are not entitled to a hearing before the Board. This brings the policy in line with 2012 legislation giving the Superintendent responsibility for personnel decisions.

**PARENT CONFERENCES: File IHAD**

Effective: upon approval

When the discipline policies were revised in 2021 necessary changes to the disciplinary conferences information in the Parent Conferences policy were overlooked, and have now been updated. Also, although the term “legal guardian” had already replaced “guardian” in §17:416, the statutes regarding academic conferences still contain “guardian.” As those statutes have not been updated in years, we have taken the liberty of adding “legal” in that section as well. Additional changes remove the term “tutor” and replaces the term “pupil” with “student.”

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**E. TRANSPORTATION COMMITTEE - REQUEST FROM THE TRANSPORTATION COMMITTEE - GREG BORDELON, CHAIRMAN**

- Grant permission to purchase on State Contract (2) new 2024/25 71 passenger Bluebird Vision buses using ESSER Funds Option 1. Purchase 2 2024/25 71 passenger Bluebird vision **Gas** buses at \$110,950.34 per bus for a total \$221,900.68.

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- 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:**

- Approve the following areas of 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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- Adopt the following resolution regarding School Board meetings:

**RESOLUTION**

WHEREAS, ACT 707 of the 1977 Louisiana Legislature makes substantive changes in Louisiana’s Open Meeting Law, and WHEREAS, one change exempts the Board from having to give written notice of each regular meeting (1) if the Board adopts a resolution each January establishing the day, time, and place of the regular meeting, (2) written public notice of this resolution is given at least one time, and (3) the day, time, and place remain the same or, if changed, the Board gives written public notice at least once to the amendment or new resolution no less than twenty-four hours in advance of the changed regular meeting, and

WHEREAS, this Board would like to conform to this change,

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Davis Parish School Board in regular session duly convened on January 18, 2024, that the Board does hereby adopt an official resolution establishing the regular meeting schedule for the year 2024 to be on the third Thursday of each consecutive month, the meeting place to be at the School Board Central Office, 203 East Plaquemine Street, Jennings, Louisiana, and the time to be 6:00 p.m. throughout the year. EXCEPTIONS: In May, 2024, the Board will meet on the second Thursday, May 9, 2024, (due to parish Graduations.) In December the meeting shall be held on Thursday, December 19, 2024 at 10:00 a.m. at James Ward Center for Excellence, 208 Shankland Ave., Jennings, LA 70546 (due to Holiday schedule). 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.

/s/ \_\_\_\_\_ /s/ \_\_\_\_\_  
 Paul Trahan, President John Hall, Superintendent

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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3. Approve the following out-of-state travel request:
  1. WHS Daneline members, sponsors and parents to travel to Orlando, FL from March 7-11, 2024 to attend the National Dance Alliance competition. At no expense to the Board.

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4. Approve the submission to the Louisiana State Department of Education of all 2024-2025 federal and state flow-through projects and any new programs enacted.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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**X. INFORMATION**

1. Condolences are extended to the families of:
  1. Gwendolyn Vickers, Welsh Schools Cafeteria Tech, who retired in 2023 with 8 years of service.

2. Florence Doucet, HHS Cafeteria Tech, who retired in 1993, with 16 years of service.
  3. Dorothy Harvey, JHS Cafeteria Tech, who retired in 1990, with 27 years of service.
  4. Marie "Ruby" Guidry, Jennings Schools Bus Aide, who retired in 1999, with 12 years of service.
  5. William "Billy" Walker, Jr., HHS Teacher, who retired in 2005, with 28.5 years of service.
2. The Department of Special Services will be hosting the 2nd Annual 2024 Special Olympics ~ Young Athletes on January 26, 2024 from 8:30am - 11:30am at Jennings High School - Gymnasium for SWDs grades Prek- 2nd grade. We will be funding the event from funds that The Department of Special Services received as a donation from donated funds from the Ivy Woods Golf Tournament. Approximately: \$2,507.33.
  3. School Board President Trahan has named the following 2024 School Board committees:
    - FINANCE COMMITTEE - PHILLIP ARCENEUX, CHAIRMAN**  
Malon Dobson, Paula LeJeune, Charles Bruchhaus, Blake Petry, Blake Frey and Russell Walker.
    - POLICY COMMITTEE - RUSSELL WALKER, CHAIRMAN**  
Phillip Arceneaux, Summer LeJeune, Greg Patterson and David Doise
    - INSURANCE - BLAKE PETRY, CHAIRMAN**  
Malon Dobson, Janet Jones, David Doise and Charles Bruchhaus.
    - BUILDINGS & GROUNDS - DAVID DOISE, CHAIRMAN**  
Greg Bordelon, Greg Patterson, Blake Frey and Russell Walker.
    - TRANSPORTATION - GREG BORDELON, CHAIRMAN**  
Malon Dobson, Summer LeJeune, Janet Jones, Blake Frey.
    - 16TH SECTION - CHARLES BRUCHHAUS, CHAIRMAN**  
Phillip Arceneaux, Paula LeJeune, Blake Petry and Russell Waker.
    - WARD II AD HOC (JENNINGS BOARD MEMBERS) - PAULA LEJEUNE, CHAIRMAN**  
Phillip Arceneaux, Summer LeJeune, Janet Jones and Greg Patterson.
    - LEGISLATIVE LIAISON - GREG BORDELON**
    - LONG RANGE PLANNING - MALON DOBSON,**  
Paula LeJeune, Janet Jones, Charles Bruchhaus and Blake Frey.
    - SCHOOL FOOD SERVICE - GREG PATTERSON, CHAIRMAN**  
Greg Patterson, Summer LeJeune, David Doise and Blake Petry.

## **XI. PERSONNEL CHANGES**

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

1. Name **BENJAMIN MARTIN**, Sales Tax Auditor, SBO, 01/08/24, re: Carolyn Davis retirement.

### **B. Personnel changes:**

#### **APPOINTMENTS**

1. Kelly Robertson, Speech Pathologist, 01/08/24, re: Kelly Pitre resignation.
2. KeShawn Lyons, FES Custodian, 01/08/24, re: Christopher Broxton termination.

#### **TRANSFERS**

1. Melissa Fontenot, EHS 10 month clerical aide to EHS 10 month secretary.

#### **MEDICAL LEAVES**

1. T. Linscombe, LAE Teacher, 12/13/23, 12/20/23 and 01/08/24 to 02/02/24.
2. G. Larson, LHS Teacher, 01/08/24 to 03/01/24.
3. R. Istre, WES Teacher, 11/14/23.
4. P. Fruge, EES ST, 12/01/23 to 12/06/23.
5. A. Benoit, JES Cafeteria Tech, 11/01/23 to 05/28/24.
6. J. Pickle, JWCE PA, School Psy, 12/13/23 to 02/29/24.
7. L. Ringuet, WES Teacher, 02/19/24 to 05/24/24.
8. C. Matherne, JHS Teacher, 01/10/24 to 01/12/24.
9. S. Hunter, JWCE Teacher, 12/18/23 to 12/19/23.
10. T. Stipek, LAES Teacher, 12/11/23 to 12/12/23.
11. L. Comeaux, WES Custodian, 12/19/23 (½ pm).

#### **MATERNITY LEAVES**

1. L. Ringuet, WES Teacher, 02/19/24 to 05/23/24.

#### **MEDICAL SABBATICAL**

1. Ashlyn Moore, WAR Teacher, Spring Semester 2024.

#### **RESIGNATION**

1. Analicia Harris, JES Secretary, 01/08/24.
2. Yvette Maple, LHS SPED Para, 12/21/23.
3. Gracie Domingue, JES SPED Para, 12/21/23.
4. Kelsi Rea, LHS Teacher, 01/20/24.
5. Kayla Monceaux, LAE Para, 01/29/24.
6. Megan PreJean, HHS Vision Itinerant, 01/08/24.
7. Mary Ross, JES Financial Secretary, 01/01/24.

#### **TERMINATION**

1. Christopher Broxton, FES Custodian, 12/31/23.

## **XII. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION**

1. **January is School Board recognition month.**

The month of January marks the annual observance of School Board Recognition Month – a good time to salute the work of school board members especially in these unprecedented times. Our locally elected board in Jefferson Davis Parish speaks out for public schools by ensuring our students have the opportunity to benefit from a safe high-quality education. Their decisions and actions affect the present and future lives of our community’s children. Join us in celebrating School Board Recognition Month in Jefferson Davis Parish.



**2. UPDATES BY CURRICULUM STAFF CONCERNING 4 DAY SCHOOL WEEK.**

**XIII. 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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**XIV. 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 WEDNESDAY, JANUARY 24, 2024 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.