



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA
 203 E. PLAQUEMINE STREET
 JENNINGS, LOUISIANA
 (337) 824-1834
 AGENDA MEETING
 THURSDAY, FEBRUARY 22, 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 JANUARY 18, 2024.

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:

- Mr. Dwight Bertrand, President of Jeff Davis Cattlemen’s Association. Donation of \$4,500.00 to be divided equally between the six high school agricultural programs (\$750.00 per school). To be used as needed.

VII. BOARD COMMITTEE REPORTS:

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

- Accept the donation from Jeff Davis Cattlemen’s Association. Donation of \$4,500.00 to be divided equally between the six high school agricultural programs (\$750.00 per school). To be used as needed.

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- Grant permission to Fenton Elementary School to accept the following donations:

1. Gulf South Pipeline - \$500.00. To be used for SWPBIS and Needy Fund Accounts.
2. M & R Crawfish, LLC- \$300.00. To be used for Cajun Heritage Day and Math and Science Accounts.
3. Superior Crawfish \$100.00. To be used for Cajun Heritage Day.
4. Mrs. Pam Hayes \$50.00. To be used for Cajun Heritage Day.

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2. Grant permission to JES to enter into a service contract with Schindler Elevator Corporation Company for service and maintenance on the two elevators for an annual cost of \$11,771.99. To be paid from Ward II Maintenance.

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3. Grant permission to JHS to accept the following donations:
 1. Jazzer Booster Club - \$325.00. Funds to be used to purchase awards.

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4. Grant permission to Welsh High School to accept the following donations:
 1. Welsh Rotary Club - \$400.00. Funds to be used for Interact Convention dues.
 2. Welsh High School Basketball - Funds to be used towards expenses for away games
 - A. Susan Mayes - \$30.00
 - B. John Watkins - \$100.00
 - C. Karl Arceneaux - \$1,200.00
 - D. State Farm/ Sam Fontenot- \$50.00
 3. Welsh Greyhound Backers - \$3,262.64. Funds to be used for new uniforms.

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5. Grant permission to the Finance Director, Christin LeGros, to purchase the Frontline Central Solutions and Recruiting/Hiring program. This program would work along with our current time and attendance and absence management program. The program comes with a one-time implementation and training cost of \$10,881.60 and a yearly cost of \$26,750.04. To be covered by the general fund.

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6. Grant permission to the Superintendent or his designee, to employ contractors, painters & part-time summer workers, to be paid from each school's maintenance account, General Fund and/or the Natural Disaster Fund.

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7. Grant permission to Laurie Duhon, Technology Supervisor, approval to enter contract negotiations with Communications Technologies, Inc. on TIPS contract #23015 for the GoTo Voice-Over-IP phone services solution to begin on July 1, 2024 and extend for a period of 60 months at the monthly recurring cost of \$4,511.00, including surcharges & fees. This solution includes free hardware and equipment (Yealink T46U phones). Other competitive quotes were received from Zultys (one-time fee of \$3,500.00 and monthly recurring costs of \$4,637.90 before surcharges & fees) and from Spectrum VOIP, our current provider (monthly recurring costs of \$5,429.10, including surcharges & fees).

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8. Grant permission to WHS to purchase cameras for cafeteria at a cost of \$9,716.78 (State Contract) from United Automation. Cafeteria cameras were inadvertently left off of the previous quote. To be paid from the CSD #1 Contingency Funds.

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9. Grant permission to renew the contract of Forethought Consulting, Inc., for our Policy Updating Service, beginning March, 2024 and ending February, 2025 to cost \$4,200.00, with the highlighting option. (Same cost as last year).

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10. Grant permission to WHS to purchase a 72 gallon water heater for the cafeteria from Southern Pipe and Supply at a cost of \$12,684.55. To be paid from the CSD #1 Contingency Funds.

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B. Insurance - Blake Petry, Chairman

C. Building & Grounds Committee - David Doise, Chairman

D. POLICY COMMITTEE - REQUEST FROM THE POLICY COMMITTEE - RUSSELL WALKER, CHAIRMAN

Adopt the following revised policies recommended by JDP:

1. DISMISSAL OF EMPLOYEES: File GBN

Effective: upon approval

Add "in writing" to the policy to state that an employees defined in this policy has 10 days to respond in writing to a dismissal.

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- E. Transportation Committee - Greg Bordelon, Chairman
- F. 16th Section Committee-Charles Bruchhaus, Chairman
- G. Ward II Committee - Paula LeJeune, Chairman

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- 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. Approve 4 day work/school week.

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- 2. Approve the following Annual 2024-2025 Child Nutrition Program Procurement Calendar:

The following calendar identifies the general items to be bid, the date, and the time of the bid openings for the 2024-2025 School Year for the Jefferson Davis Parish School Board Child Nutrition Program. All bids will be opened for reading only at the Food Service Warehouse located at 1627 Wilbert D. Rochelle Avenue in Jennings, LA at 10:00 am on the specified bid opening day. The public is invited to attend all bid openings. Invitations to bid, instructions, and specifications for any bids listed below may be obtained from the Child Nutrition Program located at the above address or by contacting the office at (337) 824-1969.

<u>ITEMS TO BE PROCURED</u> <u>BID AWARD</u>	<u>BIDS TO VENDORS</u>	<u>PURCHASING PERIOD</u>	<u>BID OPENING</u>
Fluid Milk & Milk Products May 9, 2024	March 1, 2024	School Year	April 8, 2024
Bread & Bread Products May 9, 2024	March 1, 2024	School Year	April 8, 2024
Paper and Cleaning Items May 9, 2024	March 1, 2024	School Year	April 8, 2024
Chilled/Frozen Fruit Juices, Bakery Items, May 9, 2024 Vegetables	March 1, 2024	School Year	April 8, 2024
Chilled/Frozen Meat Items May 9, 2024	March 4, 2024	School Year	April 22, 2024
Canned Goods, Cereal, Grain Products, May 9, 2024 Other Shelf Stable Goods	March 4, 2024	School Year	April 22, 2024

The Jefferson Davis Parish School Board Child Nutrition Program is funded 51% with federal funds for a total of approximately \$3 million per year. Publication Dates: February 25, February 27, and February 29, 2024. This was adopted by the Jefferson Davis Parish School Board at the February 22, 2024 meeting.

Non Discrimination Statement: This institution is an equal opportunity provider.

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3. Approve the following out-of-state travel request:
 1. LHS FFA students and sponsor to attend the Houston Livestock Show & Rodeo on 3/14/24 and 3/15/24. At no cost to the Board.

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4. Approve the following non-faculty coach for the 2023-24 school year upon completion of LHSAA coaching course certification and Board policy requirements.

1. Joseph Lett - WHS Baseball

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5. At the request of Sean Richard, Supervisor of Maintenance and Auxiliary Services, declare the following WES items as salvage.

A. WES

1. 3 pressure washers: Powerstroke 2200 Vin # EU14141D060058
Craftsman Vin# 1014830227 Powerstroke EU14033D060102
Craftsman 850
2. One (1) mower John Deere Front mower Vin# TCF725x120359
School Board Tag number 07508

B. EHS

1. 20 right handed large desks
2. 10 table top desks with chair attached.

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6. Approve the 2024-2025 Jefferson Davis Parish School Board School Calendar.

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X. INFORMATION

1. Condolences are extended to the families of:
 1. Ollie Tietje, HHS Teacher, who retired in 1982 with 22 years of service.
 2. Clifford Friedman, Superintendent, who retired in 2004, with 37 years of service.
 3. Gwendolyn Humbarger, JHS Teacher, who retired in 1994, with 17 years of service.
 4. Wanda Allen, EHS Teacher, who retired in 1979, with 23 years of service.
2. The LSBA 2024 annual convention will be held in Baton Rouge on March 10-12, 2024.
3. The Jefferson Davis Parish School Board Members 2023 Spring Strategic Planning Meeting will be on Tuesday, March 26, 2024 at 6:00 p.m. at Abshire Camp.

4. The Department of Special Services will be hosting the 1st Annual/2024 "An Evening to Sparkle" Dance on Friday, April 26, 2024 from 5:30pm- 7:30pm at the Jennings High School Cafetorium for students with significant disabilities in grades 6th - 12th. Any expenses that occur (regarding decorations or snacks) will be funded from funds that The Department of Special Services received as a donation from donated funds from the 2022 & 2023 Ivy Woods Golf Tournament.
5. The Department of Special Services will be hosting the 3rd Annual/2024 Special Olympics ~ Track & Field Event on Friday, March 15, 2024 from 8:30am - 12:00pm at Lake Arthur High School Track & Small Gym in Lake Arthur, LA for SWDs grades 3rd - 12th grade. We will be funding the event from funds that The Department of Special Services received as a donation from donated funds from the 2022 & 2023 Ivy Woods Golf Tournament. Approximately: \$3,500.00. (If weather conditions do not permit the event from taking place, the event will be rescheduled on Friday, March 22, 2024).

XI. PERSONNEL CHANGES

A. Personnel appointments as determined by the Superintendent:

1.

B. Personnel changes:

APPOINTMENTS

1. Kystle Bertrand, JES Clerical Aide, 01/08/24, re: Alicia Hoffpauir transfer.
2. Kari LeGros, LAES SPED Para, 02/09/24, re: Kayla Monceaux Resignation.
3. Amanda Manuel, LHS SPED Para, 02/01/24, re: Yvette Maple resignation.
4. Heather Bertrand, EES/EHS 9.5 Clerical Aide 2/8/2024, re: Sandra Davis transfer.
5. Buffi Himel, LHS 9.0 Clerical Aide, re: Natalie Tara Bourgeois transfer.
6. Christopher Broxton, FES Custodian, 02/01/24, re: return.

TRANSFERS

1. Natalie Tara Bourgeois, FES/LHS Clerical Aide to LHS Secretary, re: Bridget Hanks retirement, 01/08/24.
2. Sandra Davis, EES/EHS Clerical Aide to EHS 9.5 Clerical Aide, 01/22/24.
3. KeShawn Lyons, FES Custodian to EES/EHS Custodian, 02/26/24.
4. Alicia Hioffpauir, JES Clerical Aide 9.5 to JES Secretary 10, re: Analicia Harris resignation.

MEDICAL LEAVES

- 1. C. Matherene, JHS Teacher, 03/18-19/24 to 04/16/24.
- 2. S. Dickens, JES Assistant Principal, 01/29/24 to 06/07/24.
- 3. L. Comeaux, WES Custodian, 01/11/24.
- 4. M. Spell, JES Librarian, 07/08/24 to 08/19/24.
- 5. S. Richard, JHS Teacher, 01/11-12/24 to 01/31/24.
- 6. C. Crochet, WES Bus Operator, 02/05/24 to 02/14/24.

MATERNITY LEAVES

- 1. M. Spell, JES Librarian, 07/08/24 to 08/19/24.

RESIGNATION

- 1. Jamie Habetz, Central Office Sales Tax Secretary, 03/01/24.
- 2. Louis Coffey, Warehouse/Tech Center AC Tech, 01/22/24.

RETIREMENT

- 1. Princess McDowell, Jennings Schools Bus Operator, 07/01/24, with 38 years of service.
- 2. Glenda Michelle Sanders, Welsh Schools Cafeteria Tech, 05/27/24, with 12.5 years of service.
- 3. Pam Miller, Central Office Supervisor, 05/01/24, with 27.5 years of service.
- 4. Charla Arabie, LHS Teacher, 05/25/24, with 20 years of service.

LEAVE WITHOUT PAY

- 1. Alicia Benoit, JES Cafeteria Tech, 01/31/24 to 05/24/24.
- 2. Kayli Scogin, JHS Teacher, 01/26/24.
- 3. Shanice Hunter, JWCE Teacher, 02/02/24 to 02/05/24.

XII. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

XIII. EXECUTIVE SESSION

A. Motion to enter into Executive session.

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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 ON WEDNESDAY, FEBRUARY 21, 2024 BY 4:00 P.M.
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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.
