



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA**  
**203 E. PLAQUEMINE STREET**  
**JENNINGS, LOUISIANA**  
**(337) 824-1834**  
**AGENDA MEETING**  
**THURSDAY, FEBRUARY 16, 2023 at 6:00 p.m.**

**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 SPECIAL MEETING ON JANUARY 5, 2023 AND THE REGULAR MEETING ON JANUARY 19, 2023**

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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.**

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**VI. RECOGNITION OR PRESENTATIONS**

A. Ms. Jennifer Miller - Partners in Children’s Safety of LC, Inc.

**VII. BOARD COMMITTEE REPORTS:**

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

1. 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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2. Grant permission to JHS to accept the following donations:
1. Class of 2025, \$200.00 from Mr. and Mrs. Kieran Coleman. Funds to be used to defer costs for the Class of 2025’s Jr. prom.

- 2. Environmental Science class, \$650.00 from The Fred & Ruth B. Zigler Foundation. Funds to be used to defer cost for the field trip to the Houston Museum of Natural Science.
- 3. Roscoe’s Room Food Pantry - First Guaranty Bank \$500.00. Funds to be used to purchase supplies for students in need.

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- 3. Grant permission to WHS to accept the following donation:
  - 1. Football team \$59.00 from an anonymous donor. Funds to be used towards expenses.
  - 2. Football team \$170.00 from an anonymous donor. Funds to be used towards expenses.
  - 3. Softball - Jeff Davis Bank \$200.00 and Peto’s \$400.00. Funds to be used towards yearly expenses.

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- 4. Grant permission for the Tax Department to enter in the following contract for external audit services:
  - 1. Gary W. Lambert, DBA Gary W. Lambert and Company: Renewal of current contract with hourly cost range of (\$35-\$80 hr range). 3 year term. Consistent returns on investment, experienced auditors and high profile audits.

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- 5. Approve the purchase of 2 school zones flashing beacons for Jennings Elementary from Tapco Inc. in the amount of \$11,131.82 (\$5,565.91 each). Other quotes received were from Transportation Solutions and Lighting in the amount of \$11,294.00 (\$5,647.00 each) and Temple Inc. 12,784.40 (\$6,392.20 each). To be paid out of Ward 2 construction fund.

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- 6. Grant permission to LAHS to accept the following donation:
  - 1. Senior Beta - \$1,200.00 from LAHS Parent fundraiser and \$836.85 from Dreamworks Collision Center, LLC (Jonathan and Chrystal Breaux). Funds to be used to cover expenses of the Leadership Summit in Gatlinburg, TN.

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- 7. Grant permission to HHS to accept the following donations from the Hathaway Little League Association:
  - 1. Baseball team:
    - A. 31 Heavy hooded sweatshirts \$703.86
    - B. L. Screen \$291.56

- C. Batting Cage Canopy \$3,058.58
  - D. Netting for Batting Cage \$1,500.00
  - E. BP Tops \$319.86
  - F. Jerseys \$1,993.41
  - G. BP Tops \$125.54
  - H. Catchers Mitt \$443.16
  - I. Sweatshirts \$520.28
2. Softball team:
- A. Practice Bat \$50.00
  - B. Rawlings NC 12L Official NCAA Fastpitch Softball (12 pack) \$120.00
  - C. DeMARI Backpack (17) \$662.00
  - D. Small Baseball socks (6) \$72.00
  - E. Dudley SB 12 L Fastpitch Leather 12” Ball (12 pack) (2) \$150.00
  - F. Medium Baseball socks (10) \$120.00
  - G. Baseball Belt (18) \$122.00
  - H. Nike Womens Vapor Select Softball Pants (16) \$640.00
  - I. Softball Jerseys (16) \$800.00
3. A donation of \$4,853.84 from Hathaway Little League. This donation helps cover expenses for bats, helmets, jerseys, jackets, and other baseball-related supplies.

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8. Grant permission to renew the contract of Forethought Consulting, Inc., for our Policy Updating Service, beginning March, 2023 and ending February, 2024, to cost \$4,300.00, with the highlighting option. (\$100.00 increase from last year).

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9. Grant permission to Laurie Duhon, Technology Supervisor, to enter into a 3-year contract with 2 additional 1-year extension options with Detel Computer Solutions for E-Rate Category 2 Equipment beginning in FY 23-24. Detel Computer Solutions was the only vendor to submit a proposal for our recent E-Rate Category 2 Equipment RFP.

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10. Grant permission to JHS to purchase 75 Dell Chromebook 3110 with Chrome Educational Licenses on state contract pricing from Dell Technologies at \$344.00 per Chromebook (license included) for a total amount of \$25,800.00, and three Chromebook charging carts from Vivacity Tech at \$899.00 each for a total amount of \$2,697.00.

Grand total to be paid from Ward 2 Contingency is \$28,497.00. This will fill the need for having a complete Chromebook cart in every classroom at JHS.

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11. Approve the purchase of 3 school zones flashing beacons for Hathaway High School from Tapco Inc. in the amount of \$16,697.73 (\$5,565.91 each). Other quotes received were from Transportation Solutions and Lighting in the amount of \$11,294.00 (\$5,647.00 each) and Temple Inc. 12,784.40 (\$6,392.20 each). To be paid from District #3 Maintenance.

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**FINANCE INFORMATION:**  
State contract pricing has changed on the following maintenance School /custodial supply items since pricing was originally approved on the June 2022 school board meeting agenda.  
State contract pricing for copy paper from Veritiv has increased from \$37.90 per case to \$42.50 per case of 8.5x 11 (letter size) and from \$35.00 per case to \$58.90 per case of 8.5 x 14 (legal size) copy paper. In addition, the state contract with Economical for toilet tissue and paper towels renewed in November 2023 with price increases on toilet tissue from \$27.36 per case to \$66.14 per case and price increases on paper towels from \$14.04 per case to \$33.94 per case. State contract pricing on trash can liners has not increased.

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

1. This is a policy change recommended by Forethought Consulting and JDP.

**NON-TITLE IX COMPLAINTS AND GRIEVANCES: File GAE**  
Effective: upon approval  
Changes in policy to clarify the procedures and steps in filing a complaint or grievance. Cleaning up verbiage and making the policy easier to understand.

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- 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. Approve the 2023-2024 Jefferson Davis Parish School Calendar.

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2. Grant permission to approve the Food Service Procurement Calendar for 2023-2024 fiscal year which provides for the purchase of fluid milk and milk products, paper and cleaning items, frozen chilled items, canned goods, cereal, grain products, and other shelf stable goods in the Parish Schools.

## Annual 2023-2024 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 2023-2024 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 11, 2023	March 6, 2023	School Year	April 6, 2023
Bread & Bread Products May 11, 2023	March 6, 2023	School Year	April 6, 2023
Paper and Cleaning Items May 11, 2023	March 6, 2023	School Year	April 6, 2023
Chilled/Frozen Fruit Juices, Bakery Items, May 11, 2023 Vegetables	March 6, 2023	School Year	April 6, 2023
Chilled/Frozen Meat Items May 11, 2023	March 9, 2023	School Year	April 21, 2023
Canned Goods, Cereal, Grain Products, May 11, 2023 Other Shelf Stable Goods	March 9, 2023	School Year	April 21, 2023

The Jefferson Davis Parish School Board Child Nutrition Program is funded approximately 51% with federal funds for a total of approximately \$4.3 million per year. Publication Dates: March 1, March 3, and March 5, 2023. This was adopted by the Jefferson Davis Parish School Board at the February 16, 2023 meeting.

**Non Discrimination Statement:** In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at [www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf](http://www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf), from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: [program.intake@usda.gov](mailto:program.intake@usda.gov). This institution is an equal opportunity provider.

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3. Declare the following as surplus and send to the next available public auction:
- A. From the Old James Ward Elementary School:
- Metal Building # 704 24'5 X 36'4
- Metal Building #61 24'5 X 36'4
- Metal Building #62 24'5 X 36'4
- Metal Building #63 24'5 X 36'4
- Metal Building #64 24'5 X 36'4
- One Asber double door refrigerator SN# 19072389
- One Asber double door freezer SN # 19072394
- One Hobart floor mixer Model D-300 SN# 11-087-443
- One Globe floor mixer Model sp60 SN#76-12294
- 19 two door metal cabinets
- 4 plastic rolling chairs
- 36 four Drawer filing cabinets
- 4 two drawer filing cabinets
- 15 wooden play stations for preK
- 65 small student desks
- 22 3X6ft faux wood tables
- 7 2x4ft Octagon small faux wood tables
- 4 2x4ft rectangle faux wood tables
- 1 5ft round faux wood table
- 1 3ft round faux wood table
- 1 Walk in freezer
- 1 Walk in cooler
- B. The Child Nutrition Program would like to surplus an Asber reach-in freezer from Lake Arthur Elementary Model Number AFR 49 H F; Serial Number 8102048832.

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4. Approve the following out-of-state travel request:
  - A. EHS FFA students and teachers to travel to Houston, TX on 03/19/23 to attend the Houston Livestock Show and Rodeo. At no expense to the Board.
  - B. JHS FFA students and teachers to travel to Houston, TX on 03/17/23 to attend the Houston Livestock Show and Rodeo. At no expense to the Board.

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5. Approve the following non-faculty coaches for the 2022-23 school year upon completion of LHSAA coaching course certification and Board policy requirements.
  1. Tyler Theunissen, JHS softball.
  2. Jefferey Person, JHS softball.
  3. Wayne Fruge, HHS baseball.

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**X. INFORMATION**

1. The LSBA 2023 annual convention will be held in Lake Charles on March 6-8, 2023. Please let Mrs. Debbie know if you would like to register to attend.
2. The Jefferson Davis Parish School Board Members 2023 Spring Strategic Planning Meeting will be on Thursday, March 30, 2023 at 6:00 p.m. at Abshire Camp.
3. In accordance with Louisiana Revised Statutes, Title 17, Section 53, the following School Board Members attained the following hours for 2022:

<u>Name</u>	<u>Hours</u>	Honors
Phillip Arceneaux	20.25	Certified
Greg Bordelon	7.0	
Jason Bouley	13.25	
Charles Bruchhas	6.0	
David Capdevile	0	
Donald Dees	34.75	Certified
Malon Dobson	12.0	
David Doise	6.0	
Terry Leger	6.0	
Denise Perry	6.0	
James Segura	17.0	Certified
Jody Singletary	6.0	
Paul Trahan	6.0	

4. Congratulations to Phillip Arceneaux and Donald Dees who were recognized by LSBA as 2022 Certified Board Members for completing 20 hours of continuing learning units.
5. Congratulations to Phillip Arceneaux, Donald Dees and Denise Perry who were recognized by the LSBA as Distinguished School Board Members for the four-year term commencing January 1, 2019 to December 31, 2022. The statutory requirements include the completion of 19 learning units in their first elected year of office and six hours each subsequent year.
6. The Department of Special Services will be hosting the 2nd Annual 2023 Special Olympics ~ Track & Field Event on Friday, March 24, 2023 from 8:30am - 12:00pm at Lake Arthur High School Track & Small Gym in Lake Arthur, LA for SWDs grades 3<sup>rd</sup> - 12<sup>th</sup> 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 Ivy Woods Golf Tournament. Approximately: \$3,500.00.

## **XI. PERSONNEL CHANGES**

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

1. Name \_\_\_\_\_, West End Instructional Center Custodian, effective \_\_\_\_\_, re: Glenn Carlson transfer.

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

#### **APPOINTMENTS**

1. Madyson B. Brasseaux, WES PE ESSER II Teacher, 02/13/23, re: Caleb Gary transfer.
2. Lisa Shuff, FES Cafeteria Tech, 01/23/23, re: Inez Fruge resignation.
3. Natalie Montou, FACS Teacher EHS, 02/03/23, re: Mike Trahan transfer.
4. Matthew Deshotel, Warehouse Semi-Skilled Maintenance Worker, 01/30/23, re: Pat Duplichan retirement.
5. Roxanne Allen, LAES PE Teacher, 01/23/23, re: Morgan Woods transfer.
6. Bret Fuselier, JHS Teacher/Coach/Athletic Director, re: Rusty Phelps retirement.
7. Alan Bryant, LAHS Teacher/Coach, 01/23/23, re: Freddie Thomassee transfer.

#### **TRANSFERS**

1. Caleb Gary, WES PE Teacher to WAR PE Teacher, 02/13/23, re: Scott Deshotel retirement.
2. Ronnie Courville, WHS Teacher/Coach to WHS PE Teacher/Athletic Director, 01/30/23, re: Jeremiah Gueringer.
3. Glen Carlson, WEIC Custodian to Warehouse Semi Skilled Maintenance, 02/22/23, re: Dickey Dietz retirement.
4. Marianne Rodriguez, JHS Teacher to District level EL Lead Teacher, 03/01/23, re: Kathy Faul retirement.



**LEAVES**

- 1. J Gay, Welsh Schools Bus Operator, 01/30/23 to 05/03/23.
- 2. M. Primeaux, LAHS Teacher, 01/16/23 to 01/23/23.
- 3. M. Ross, JES Secretary, 01/26/23 to 03/06/23.
- 4. J. Allen, FES Secretary, 01/31/23 to 03/01/23.
- 5. D. Johnson, LAHS Cafeteria Tech, 01/12/23 to 01/31/23.
- 6. T. Trahan, HHS Teacher, 09/29/22 to 01/16/23.
- 7. K. St. Julien, Jennings Schools Bus Operator, 01/09/23 to 03/20/23.

**RESIGNATION**

- 1. Clara Carrier, JES Cafeteria Tech, 01/30/23.
- 2. Jeremiah Gueringer, WHS Coach/Athletic Director, 01/19/23.
- 3. Allison Breaux, LAES Teacher, 02/11/23.
- 4. Darby Cook, WHS Band Director, 01/11/23.

**RETIREMENTS**

- 1. Howard Nugent, Warehouse Maintenance Supervisor, 05/01/23, with 5.23 years of service.
- 2. Christine D. Landry, FES Teacher, 05/27/23, with 33 years of service.
- 3. Mary Margaret Woods, EES Teacher, 05/27/23, with 27 years of service.
- 4. Amy B. Stanford, WHS Librarian, 05/27/23, with 33 years of service.
- 5. Bertha Benoit, Jennings Bus Operator, 02/28/23, with 25.5 years of service.
- 6. Russell E. Phelps, JHS Teacher/Coach/Athletic Director, 05/26/23 with 34 years of service.
- 7. Scott Deshotel, WAR Teacher/Coach, 01/18/23 with 33.5 years of service.

**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 15, 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.