



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA  
203 E. PLAQUEMINE STREET  
JENNINGS, LOUISIANA  
(337) 824-1834  
July 21, 2016 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, INVOCATION AND PLEDGE OF ALLEGIANCE.**

**II. ROLL CALL FOR DETERMINATION OF A QUORUM.**

Arcen	Bord	Bouley	Brucha	Buller	Capde	Cara	Dees	Dobson	Doise	Menard	Segura	Troutman
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**III. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON JUNE 16, 2016 AND THE SPECIAL MEETING ON JUNE 30, 2016.**

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**IV. VOTE TO CHANGE THE ORDER OF TOPICS TO BE ADDRESSED AND TO ADD NEW ITEMS NOT ON THE ORIGINAL AGENDA.**

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**V. BOARD COMMITTEE REPORTS:**

**\*\*\* ADDENDUM**

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

- Grant permission to Welsh Elementary to accept a \$1,876.00 donation from Welsh Elementary PTO. Donation to be used to purchase marker boards for students in grades K-3.

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- Grant permission to Welsh Elementary to accept a \$1,925.00 donation from First Presbyterian Church. Donation to be used to purchase uniforms and supplies for students in need.

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- Grant permission to Elton High to accept a \$578.42 donation from WorldStrides. Donation to be used as needed for school supplies.

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- Grant permission to Welsh High to accept a \$970.00 donation from the Fred B. and Ruth B. Zigler Foundation. Donation to be used by the Welsh High Band to purchase Mellophones.

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5. Grant permission to Jennings High to renew their annual subscription with Renaissance Learning at a cost of \$4,960.00. To be paid from Maintenance #2.

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6. Grant permission for the Jefferson Davis Parish School Board to accept a donation of 20 Automated External Defibrillators (AED's) from Christus St. Patricks Hospital Foundation. The value of this donation is \$35,880.00.

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7. Grant permission to the Child Nutrition Program to accept the best quote from Lafayette Restaurant Supply, Inc. of \$14,250.00 to replace the Welsh/Roanoke Jr. High gas serving line. Other quotes received Hilton's Restaurant Supply (\$15,775.00) and Alack (\$16,666.66). To be paid by Child Nutrition.

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8. Grant permission to the Child Nutrition Program to advertise for bids to replace a freezer/cooler at the Food Service Warehouse to replace the freezer and the cooler.

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9. Grant permission to Lacassine High to declare two 31" x 24" portable buildings as surplus and advertise for sale.

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10. Grant permission to Lacassine High to pay the amount of \$4,750.00 for the Geotechnical Engineering Report of Daniel J. Holder for the Lacassine High Building Additions. To be paid from Lacassine Construction.

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11. Grant permission to Elton High to replace the ticket booth structure at the Cleve Beard Stadium at an approximate cost of \$10,000.00. To be paid from District #22 Maintenance Contingency.

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12. Accept the best quotes received for band instrument repairs. Payment is to be made from each school's maintenance account.

- 1) Jennings High - Swicegood Music, Lake Charles, LA to repair instruments at a cost of \$5,181.50. Swicegood Music, Lake Charles purchase Percussion Accessories \$1,465.05. To be paid from Maintenance#2.
- 2) Jennings Elementary - Swicegood Music, Lake Charles, LA to repair instruments at a cost of \$3,493.00. Swicegood Music, Lake Charles purchase One Jupiter JEP 700/468L Baritone \$1,225.00. To be paid from Maintenance #2.
- 3) Lake Arthur High - Swicegood Music, Lake Charles, LA to repair instruments at a cost of \$3,979.80. Swicegood Music, Lake

Charles to purchase Percussion accessories \$823.20. To be paid from Maintenance #1.

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13. Grant permission to Lake Arthur High to accept a bid from Cooling and Heating Supply, Lake Charles, LA in the amount of \$6,615.00 to provide a new 10 ton air conditioning unit for the big gym. This unit will replace the existing unit which is not functioning due to the issues with the aluminum tubing in the condenser coils. Another quote received from Solar Air Conditioning at a price of \$4,921.46 - which unit contains aluminum condenser coils. The other unit contains copper tubing and has proven to be longer lasting and more efficient. To be paid from Maintenance #1.

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14. Grant permission to Lake Arthur High to accept a bid from Acadiana Glass, of Lake Arthur, LLC in the amount of \$8,360.00 to expand the existing entrance/exit of the home economics hallway to include two double doors versus the current one door entry and exit. This quote includes removing the 2 single door units and frames, replacing the door/units/locks, and 1/4 clear safety glass. To be paid from Maintenance #1.

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15. Accept the recommendation of a three year rotation for Air Conditioning Maintenance based on Star's one time cleaning quote.

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- B. Insurance - Julius "Bubba" Caraway, Chairman**  
**C. Building & Grounds - James Segura, Chairman**

**\*\*\* ADDENDUM**

**D. POLICY COMMITTEE - REQUESTS FROM THE POLICY COMMITTEE, ROBERT MENARD, CHAIRMAN, THAT THE SCHOOL BOARD:**

1. Consider the following revised policies:
  - a. **School Board Ethics File: BH**  
Hammond, Sills, Adkins, and Guice recommended revisions to the language regarding authorized persons to provide ethics training and clarifies exceptions to the nepotism rule.
  - b. **Preservation of School Board Records Due to Legal Action File: DIEA (New)**  
Certain records need to be preserved due to litigation or possible litigation until the claim is resolved or legal proceedings are concluded.
  - c. **Hazardous Substances File: EBBG**  
Policy was updated last year requiring a single Integrated Pest Management (IPM) and now includes hazardous substances. State and

federal provisions refer to Occupational Safety and Health Administration (OHSA).

- d. **Employment of Personnel File: GBD**  
A federal or state grant funded position is contingent upon the continued funding of said grant. An employee appointed to such a position shall be notified of this contingency at the time of appointment.
- e. **Evaluation File: GBI**  
Cleans up the language to reflect the procedure for resolving conflict can be found in the school board’s Personnel Evaluation Plan rather than BESE Bulletin 130.
- f. **Tenure File: GBL**  
Also reflects changes to resolving conflict as per the Personnel Evaluation Plan and removes language of bus drivers’ probationary period and earning tenure since tenure by bus drivers is now obsolete.
- g. **Home Study Program File: IDCH**  
Reflects language of GED to generic high school equivalency test and refers to LEAP21 as LEAP as per the state.

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- 2. Accept the procedure for AAU/Select Team/Travel Ball Use of Facilities as follows:
  - a. The Head Coach must be a parent of a Jeff Davis Parish student.
  - b. The Head Coach and all Assistants must be approved by the Principal.
  - c. High School Principals have the final say on all Teams and Use of Facilities being approved.
  - d. The Head Coach must pass the LHSAA Faculty Coach Certification Program.
  - e. At least 75% of Team must be Jeff Davis Parish students.
  - f. The Team must complete the Use of Facilities Contract and provide documentation of required insurance.
  - g. These Teams will not be allowed to be Exempt.
  - h. These Teams will be limited to use of the facilities two nights per week for no more than two hours per night.
  - i. Teams will pay the cost as prescribed in the Use of Facilities policy.
    - A. Custodians will be paid \$50.00 for the two hours per night.
    - B. Electrical cost will be \$50.00 for the two hours per night.
    - C. The \$100.00 per night fee will be paid to the Jefferson Davis Parish School Board before the use of the facilities is allowed.

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- E. **Transportation- Greg Bordelon, Chairman**
- F. **16<sup>th</sup> Section-Charles Bruchhaus, Chairman**

**\*\*\* ADDENDUM**

**G. WARD II (AD HOC) COMMITTEE - REQUESTS FROM THE WARD II (AD HOC) COMMITTEE, PHILLIP ARCENEUX, CHAIRMAN, THAT THE SCHOOL BOARD:**

1. Accept the bid of Southwest Louisiana Business Development Center (represented by Dr. Charles Achane) for the purchase of the Old Ward Elementary Property on Wilbert Rochelle Avenue for the total purchase price of \$55,000 with payment terms of \$1,528 per month over a 36-month period. SWLABDC also agrees to maintain general liability insurance on the property at least equal to the \$1 million/\$3 million limits of the School Board's General Liability Insurance policy. A bid security cashiers check for \$5,500, or 10% of the purchase price was received as required by the bid advertisement. A second bid was received from Reverend Irving Mouton, Sr. for \$60,000, with offered payment terms of \$500 per month for 24 months and then \$1,000 per month for the next 36 months. A bid security cashiers check of \$1,000 was included with the bid, but it failed to meet the 10% bid security requirement.

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**H. Legislative Liaison - Donald Dees, Chairman**

**I. Food Service Committee - Malon Dobson, Chairman**

**VI. SALES TAX REPORT - Amber Hymel, Tax Collector/Auditor.**

**VII. NEW BUSINESS:**

1. Adopt the 2016-2017 Parish Schools' Handbooks.

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2. Approve the following areas of critical shortage for the 2016-2017 school session: Administration, TAT, OFAT, Special Education, 7-12 Mathematics, 7-12 Science, 7-12 Spanish, Speech Therapist/Pathologist, Music teachers, Bus Drivers and "retired" teachers/members serving as tutors, substitutes, and interventionists, and sabbatical substitutes. These critical shortage areas will be referenced for purposes of tuition reimbursement and retire-rehire recommendations.

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3. Accept the 2015-2016 Louisiana Compliance Questionnaire for Audits of Governmental Agencies at the request of Mike Gillespie, external auditor of the School Board and recommended by the Director of Finance.

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4. Approve Trent Hargrave and Jason Chretien, as non-faculty football coaches at Lake Arthur High for 2016-2017, upon completion of LHSAA coaching course certification and Board policy requirements.

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5. Grant permission for the Tax Department to enter in the following contracts for external audit services:

1. Broussard Partners & Associates (BPA): Renewal of current contract with a \$2 per hour increase for services rendered (\$92 -\$21/hr range). 3 year term. Consistent returns on investment resulting from high standards and knowledgeable auditors, most of whom are former state or parish administrators/auditors or industry executives. Cost to benefit ratio for the past 2 years was lower than 25%.
2. Gary W. Lambert, DBA Gary W. Lambert and Company: Renewal of current contract with no increase in hourly cost (\$65-\$40/hr range). 3 year term. Consistent returns on investment, experienced auditors and high profile audits. Cost Benefit Ratio for past 2 years was 31%.
3. Thomas L. Driskell & Associates, Inc.: Renewal as a result of contract reorganization. Formerly a charge by hour contract, however once notified we were not going to renew the contract Driskell proposed a percent of findings contract. **\*\*This is not a contingency contract.\*\*** In the new contract JDPSB will not incur any charges for audits with zero findings otherwise known as NO Assessment Audits. If an audit results in tax liabilities owed to the parish the firm will then send an invoice for the hours worked at a rate of \$100/hr not to exceed the actual hours worked or 30% of the total tax liability found, whichever is lower. Driskell also chose not to invoice JDPSB for the last quarter of 2015 audits and instead apply the new method of billing which saved the parish \$24k. This renewal will be a test period. If the audits still do not produce we will choose not to extend at the end of the 3 year term.
4. Revenue Recovery Group (RRG): New Contract. Never before utilized in JDPSB. Widely used throughout the state with a stellar record. Employs former department of revenue heads and has locations throughout the continental US which lends to lower travel costs for corporate audits. Contract is that of a percentage, however the terms are a bit different from Driskell. RRG will collect the lower of either the hours worked at a rate ranging from \$100/hr to \$25/hr (dependent on the number of parishes involved in any given audit) or 50% of the tax liability collected by the parish. Notice Tax Liability COLLECTED.

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**VIII. INFORMATION**

1. Condolences are extended to the families of:
  - a. John Juneau, Teacher, Coach, Principal, Supervisor, Assistant Superintendent and School Board Member who was a dedicated employee of our school system for 44 years.
2. The following Jefferson Davis Parish Teachers had perfect attendance for the 2015-2016 School Year:
  - James Welch - Hathaway High
  - Jared Lavergne - Jennings High
  - Aaron Raspberry - Jennings High
  - Lola Louviere - Jennings High
  - MironNavarre - Jennings High
  - Jacqueline Moore- Welsh Elementary
  - Kristen Gates - Jennings Elementary
  - Michael Romine - Jennings Elementary
  - Peter Theunissen - Lacassine High

**IX. ADDENDUM A**

**\*\*\*\* A. PERSONNEL CHANGES.**

The following personnel changes are an Informational Item:

- A. Personnel appointments as determined by the Superintendent:
  - 1. Name **SELENA GOMES**, Jennings High Assistant Principal, effective July 25, 2016, re: Rory Myers promotion.
  - 2. Name **DON BROUSSARD**, James Ward Elementary Assistant Principal, effective July 25, 2016, re: Tanya Gaudet promotion.
  - 3. Name \_\_\_\_\_, Welsh Elementary part-time custodian, effective as soon as possible, re: Michael Tyler transfer.
  - 4. Name \_\_\_\_\_, Jennings Elementary part-time custodian, effective ASAP, re: Karen Quebodeaux transfer.
  - 5. Name \_\_\_\_\_, Lacassine High Bus Driver - Afternoon only, effective 08/10/16, re: new position.
  - 6. Name \_\_\_\_\_, Jennings Schools Bus Driver, effective 08/10/16, re: Leonard Lanthier transfer.

B Personnel changes:

**APPOINTMENTS**

- 1. Brandon Strain, Jennings High Band Director, effective 7/25/16, re: Mack Golden resignation.
- 2. Dharma Trahan, Lake Arthur Elementary paraprofessional, effective 8/9/16, re: Debra Lebouef retirement.
- 3. Tori Spiers, Lake Arthur Elementary Teacher, effective 8/8/16, re: Monica Gary resignation.
- 4. Jacqueline Broussard, Hathaway Highway/Lacassine High Itinerant Counselor, effective 08/08/16, re: David Reed transfer.
- 5. Cheri Quibodeaux, Jennings Elementary Teacher, effective 08/08/16, re: Tanya Bujol transfer.
- 6. Janie Frey, Jennings Elementary Teacher, effective 08/08/16, re: Susan Bellon resignation.
- 7. Megan Fontenot, Welsh Elementary Counselor, effective 08/08/16, re: Grace Caraway Smith resignation.
- 8. Kaylin Newman, Welsh Elementary Pre-K Teacher, effective 08/08/16, re: New position.
- 9. Lorena Guilbeaux, Jennings Elementary Teacher, effective 08/08/16, re: Cleo Williams promotion.
- 10. Kristy Conner, Welsh Schools 7 hour Cafeteria Tech, effective 08/09/16, re: Linda West transfer.

**TRANSFERS**

- 1. Lulu Shuff, Hathaway 6 hour Cafeteria Tech to Hathaway High 7 hour Cafeteria Tech, effective 08/09/16, re: New position.
- 2. Brenda Trahan, Lake Arthur Elementary 6 hour Cafeteria Tech to Lake Arthur High 7 hour Cafeteria Tech, effective 08/09/16, re: New position.
- 3. Jacqueline Slate, Elton High 6 hour Cafeteria Tech to Elton High 7 hour Cafeteria Tech, effective 08/09/16, re: New position.
- 4. Linda West, Lake Arthur Elementary 7 hour Cafeteria Tech to Jennings Elementary 7 hour Cafeteria Tech, effective 08/09/16, re: Cassandra Rubin transfer.

5. Wanda Simon, Jennings Elementary 5 hour Cafeteria Tech to Jennings Elementary 7 hour Cafeteria Tech, effective 08/09/16, re: New position.
6. Lisa Briscoe, Hathaway High 5 hour Cafeteria Tech to Hathaway High 7 hour Cafeteria Tech, effective 08/09/16, re: New Position.
7. Erin Courville, Lacassine High part-time Bus Driver to Lacassine High full-time Driver, effective 08/10/16, re: New position.
8. Leonard Lanthier, Ward Elementary Bus Driver to Hathaway High Bus Driver, effective 08/10/16, re: Donna Fontenot resignation.
9. Bethany Miller, Media Center Migrant Data Specialist/Title I Secretary Receptionist to Media Center Federal Programs Clerical Administrative Assistant, re: funding change.
10. Sue Hebert, Migrant Recruiter/Homeless Contact (10 month position) to Media Center McKinney-Vento Liaison Title I Facilitator (9.5 month position), re: funding change.

**EXTENDED MEDICAL LEAVE**

1. Lisa Miller, Jennings Elementary Paraprofessional, 05/04/16 to 05/26/16.
2. Sable Broussard, Tech Center Computer Tech, 06/15/16 to 06/29/16.

**MATERNITY LEAVE**

1. Paige R. Cassidy, Jennings Elementary Teacher, 09/06/16 to 11/04/16.
2. Bridget Veuleman, Lacassine High Teacher, 10/21/16 to 01/04/17.
3. Erica LaPointe, Jennings Elementary Teacher, 12/02/16 to 01/09/17.

**RESIGNATIONS**

1. Donna Fontenot, Hathaway High Bus Driver, 06/16/16.
2. Monica L. Gary, Lake Arthur Elementary Teacher, 06/29/16.
3. Joshua Dronette, Welsh High Teacher/Coach, 06/17/16.
4. Katie Rodrigue, Jennings Elementary Speech Therapist, 07/08/16.
5. Jamie Moran, Welsh Elementary Teacher, 07/15/16.

**RETIREMENTS**

1. Cheryl Price, Lake Arthur High Cafeteria Manager, 12/21/16, with 28 years.

**X. JEFFERSON DAVIS PARISH EDUCATIONAL UPDATE BY CURRICULUM SUPERVISOR**

**XI. SUPERINTENDENT'S COMMENTS NOT REQUIRING BOARD ACTION**

**XII. EXECUTIVE SESSION**

A. Motion to enter into Executive session.

1. Extend the contract of Superintendent Brian LeJeune thru the 2017-2018 School Year with the opportunity to negotiate his compensation for the 2016-2017 and the 2017-2018 School years.

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 THE AGENDA WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON JULY 20, 2016 BY 4:30 P.M.
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