



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA  
 203 E. PLAQUEMINE STREET  
 JENNINGS, LOUISIANA  
 (337) 824-1834  
 THURSDAY, JULY 19, 2018 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	Cap	Dees	Dobson	Doise	Hern	Menard	Segura	Sing	Troutman
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**III. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON JUNE 21, 2018 AND JUNE 28, 2018.**

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

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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**V. BOARD COMMITTEE REPORTS:**

**A. FINANCE COMMITTEE - REQUESTS FROM THE FINANCE COMMITTEE, DAVID TROUTMAN, CHAIRMAN, THAT THE SCHOOL BOARD:**

- Grant permission to the Child Nutrition Program to purchase a new server at a cost of \$9,799.26, from Dell State Contract. Current server will no longer be serviced. To be paid from Child Nutrition Program.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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- Grant permission to pay the Louisiana School Boards Association annual dues in the amount of \$9,326.00. (General Fund) (This is an increase of \$16.00 from the previous year).

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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- Grant permission to purchase 106 Samsung solid state drives for the business labs at the following schools:

JHS - 50

WHS - 26

HHS - 30

These drives are \$131.71 each for a total cost of \$13,961.26 to be paid with CDF funds. Replacing these drives on model 755 computers will increase the efficiency of the business labs for a few years until we are able to purchase new computers. This is necessary to support Microsoft and Nepris platforms. These platforms are used in various business classes to support the credentialing of students.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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4. Grant permission to EHS cheerleaders to accept a \$500.00 donation from the Coushatta Tribe of Louisiana. Funds to be used to help defray expenses for the cheerleaders to attend the LSU Cheerleader camp.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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5. Grant permission to EHS Athletic Department to accept a \$5,000.00 donation from the Coushatta Tribe of Louisiana. Funds to be used to help defray expenses of the football and basketball locker room renovation.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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6. Grant permission to EHS Athletic Department to accept a \$1,000.00 donation from John Bruchhaus. Funds to be used to help defray expenses of the football and basketball locker room renovation.

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7. Grant permission to FES to accept the quote from CTI Capital Security for replacement/upgrade of existing cameras. This includes 32 replacement cameras, wire, labor and customer orientation. The total price for this upgrade is \$6,178.33 to be taken from the Maintenance #5 Contingency Fund. A quote was also received from Sylvan Special Systems at a price of \$7,890.00. To be paid from Maintenance #5 Contingency.

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8. Grant permission to FES to accept the bid from CTI Capital Security for 11 new cameras, 1 additional DVR, 2 5-port switches, wire, labor, and customer orientation. The total cost for this is \$4,477.21 to be taken from the Maintenance #5 Contingency Fund. This is being done to cover several areas in and around the school that previously did not have coverage. A quote was also received from Sylvan at a price of \$4,750.00. To be paid from Maintenance #5 Contingency.

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9. Grant permission to LAHS to accept the quote of \$21,863.00 from Bayou City Gym Floors to renovate and refinish the gym floors. Other quotes were solicited from two other companies but not provided. \$18,000.00 to be paid from LAHS Gym Floor account and the remaining balance of \$3,863.00 to be paid from Maintenance #1 2018-19 funds.

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10. Grant permission to LAHS to purchase a new 10 ton rooftop package unit at a cost of \$5,110.76 from Johnson Supply. This unit supplies air conditioning and heat to the Main Gym. Other quotes received from Solar Supply (\$5,855.56) and Cooling and Heating Supply (\$6,987.00). To be paid from Maintenance #1 2018-19 funds.

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11. Accept the quote received from Swicegood Music for band instrument repairs. Payment is to be made from each school's maintenance account.
- 1) LAHS - \$3,404.45
  - 2) WHS - \$2,954.10
  - 3) WAR - \$ 658.00

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12. Grant permission for the Child Nutrition Program to accept the quote of \$7,408.91 from Glenn Vanicor Builders, LLC for a Cafeteria Canopy at JHS. Other quotes were solicited from 2 other contractors, but no other quotes were received. All funds will be from the Child Nutrition Funds.

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13. Grant permission for the Child Nutrition Program to accept the quote of \$10,998.60 from Glenn Vanicor Builders, LLC for a Canopy for JES. Other quotes were solicited from 2 other contractors, but no other quotes were received. All funds will be from the Child Nutrition Funds.

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14. Grant permission to LHS to purchase 6 Octagon Science Workstations (56 inch) with pedestal base and Epoxy top at a cost of \$18,825.94 (\$2,873.24 each plus shipping) from Today's Classroom. These labs will upgrade high school science lab. Other quotes received from Carolina (\$3,890 each) and K-Log (\$2,967.00) To be paid from Maintenance #8 Contingency Maintenance.

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15. Grant permission to LHS to accept the quote of \$5,712.00 from Rock Solid Materials, LLC to pour 56 yards (\$102.00 yd) of 3000 psi concrete for new batting cages. Other quotes received from Port Ag (\$105 per yd) and Louisiana Concrete (\$106 yd). To be paid from Maintenance #8 Contingency Maintenance.

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16. Grant permission to LHS to accept the following donations:
1. KIA of Lake Charles- \$1,000.00 - to be used for boys basketball program.
  2. Cardinal Diamond Club - (for batting cage)
    - a. A 40' x 18' covered metal building
    - b. A pitching machine
    - c. turf

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17. Accept the lowest and best bid for the purchase of a used activity bus for Jennings High School with payment to come from the 18-19 School District #2 (Jennings) Maintenance Fund contingency budget. Sealed bids were opened on July 17th at 10 am.

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18. Grant permission to Lake Arthur Elementary to accept the quote from DETEL to purchase 7 SMART board MX065 interactive panels, including IQ and SMART Learning Suite, on-site installation, connection cables, implementation professional development, and a 5-year parts and labor warranty for a total cost of \$25,563.93 (\$3,421.99 per panel). To be paid from 18-19 District # 1 Maintenance Funds. Other quote from quote from AXI for the ActivPanel 70, including pens, ActivConnect with wireless Android collaboration, 5-year parts and labor warranty, installation equipment, and installation comes in at a total cost of \$29,173.90 (\$4,167.70 per panel). A third quote was requested for ActivPanels from CDW-G, but not received.

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**B. Insurance - David Doise, Chairman**

**C. BUILDING & GROUNDS COMMITTEE - REQUESTS FROM THE BUILDING & GROUNDS COMMITTEE, JAMES SEGURA, CHAIRMAN, THAT THE SCHOOL BOARD:**

1. Authorize Superintendent Credeur to make an offer to purchase/enter into a Buy Sell Agreement with Preston and P. Blanchard, Jr. and Monica W. Blanchard, to purchase property adjoining Hathaway High (physical address of 4065 Pine Island Highway, Jennings, LA 70546) for the purchase price of \$115,000.00 (below appraised value). Further authorizing Superintendent Credeur to sign all future necessary documents to complete said purchase of property.

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**D. POLICY COMMITTEE - REQUESTS FROM THE POLICY COMMITTEE, JODY SINGLETARY, CHAIRMAN, THAT THE SCHOOL BOARD:**

1. Approve the following new or revised policies:
  - A. **Workers Compensation File: EGAA** - This update adds the cross reference to our new Substance Abuse All Employees File: GAMEA adopted this month. The reference to GAMEB was originally in the policy. (Revised, July 2018: Effective upon approval).
  - B. **Employee Use of Social Media File: EFAA (New Policy)** - This new policy sets parameters for employees' use of social media with students, personal use of social media, posting to social media sites, and possible consequences. (Revised, July 2018: Effective upon approval).
  - C. **Dress Code File: JCDB** - Updates the policy to align with Act 523 allowing bullet resistant backpacks and Act 547 changes to the Parent Bill of Rights requiring notification of uniform specifications and the effective date. (Revised, July 2018: Effective upon approval).

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**E. Transportation- Greg Bordelon, Chairman**

**F. 16<sup>TH</sup> SECTION COMMITTEE F - REQUESTS FROM THE 16<sup>TH</sup> SECTION COMMITTEE, CHARLES BRUCHHAUS, CHAIRMAN, THAT THE BOARD:**

1. Grant permission to extend the contract with Mike Doise/ Doise Farms, Inc. for 16<sup>th</sup> Section lands for a period of four years, from January 1, 2019 to December 31, 2022. This extension shall be the same terms and conditions as the Amendment approved on February 20, 2014. This extension is pursuant to R.S. 41:1217 (D) allowing for an extension of 16<sup>th</sup> section leases for a total lease period not to exceed 10 years.

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- G. Ward II (Ad Hoc) - Donald Dees, Chairman**
- H. Legislative Liaison - Donald Dees, Chairman**
- I. Food Service Committee - Malon Dobson, Chairman**

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

**VII. NEW BUSINESS:**

1. Grant permission to enter into a Dual Enrollment Memorandum of Understanding between the Jefferson Davis Parish School Board and SOWELA Technical Community College, for Technical and General Education classes between SOWELA Technical Community College.

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2. That the School Board name the following selection as Hearing Officers for employee discipline hearings for Jefferson Davis Parish:
  - Mark Boyer - St. Martin Parish**
  - Calvin “Woody” Woodruff - Vermilion Parish**
  - Wayne Landry - Iberia Parish - Iberia Parish**
  - John K. Richardson - Allen Parish**
  - James R. Lestage - Beauregard Parish**
  - Kim Hayes - Acadia Parish - Alternate**

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3. That the School Board adopt the following as Disciplinary Hearing Procedures for Employee Discipline:

**HEARING PROCEDURES FOR EMPLOYEE DISCIPLINE**

La. R.S. 17:443 and La. R.S. 17:444 require school districts to utilize Disciplinary Hearing Officers (DHO) when certain disciplinary actions as defined by law are contemplated against tenured teachers and against administrators. This policy shall govern the conduct of such hearings before a DHO within the school district.

**I. LIST OF HEARING OFFICERS**

A list of persons meeting those qualifications imposed by law to serve as a DHO shall be approved and maintained by the school board. The minimum number of persons on such list shall be fixed in accordance with law depending upon the number of students enrolled in the school district.

**II. SELECTION OF DISCIPLINARY HEARING OFFICERS; CONFLICTS OF INTEREST**

When the services of a DHO are required, the Superintendent shall randomly select the name of a DHO from the Board-approved list in the

presence of at least one witness. Such random appointment shall be made by the use of either a random name generator or by the blind drawing of a name from the entire list of board-approved DHOs.

Upon such selection, the proposed DHO shall be provided with written notification of appointment and a listing of the parties and potential witnesses. The DHO must complete and return that portion of such notification attesting to both the DHO's continued qualification to serve and the absence of a conflict of interest that would prohibit him/her from serving.

In the event that the DHO selected is an immediate family member of any of the parties or witnesses to testify at the hearing, prohibited from serving due to a conflict of interest prescribed by the Louisiana Rules of Professional Conduct, or is otherwise unavailable to conduct the hearing within the time delays provided by law, another name shall be randomly selected.

### **III. COMPENSATION OF DISCIPLINARY HEARING OFFICERS**

Each person selected as a DHO shall be entitled to compensation at the maximum rate provided for attorneys with like experience by the Louisiana Attorney General. The DHO shall submit a detailed, itemized invoice to the Superintendent no later than 15 days after the conclusion of his duties. The invoice of the DHO shall be paid by this Board no later than 45 days after submission. Any expense for which reimbursement is sought must be supported by detailed receipts.

### **IV. DUTIES AND RESPONSIBILITIES OF DISCIPLINARY HEARING OFFICERS**

A DHO appointed as provided herein shall have the duty and responsibility to:

- A. confer with the parties and their counsel regarding scheduling;
- B. advise the teacher or administrator that the hearing will be either public or private, at the option of the teacher or administrator;
- C. review whether the interim decision of the Superintendent was arbitrary or capricious and shall either affirm or reverse the action of the Superintendent;
- D. notify the Superintendent and the teacher or administrator of his final determination, with written reasons, within ten (10) days of the conclusion of the hearing;
- E. maintain and safeguard all exhibits accepted or proffered into evidence at the hearing; and
- F. such other duties and responsibilities as may be imposed upon him by law and/or this policy.

### **V. POWERS AND AUTHORITY OF DISCIPLINARY HEARING OFFICERS**

A DHO appointed as provided herein shall have the powers and authority to:

- A. schedule the date, time and location of the hearing, if the parties cannot agree;
- B. administer oaths and affirmations;
- C. regulate the course of the hearings;
- D. fix the time for filing pre or post-hearing briefs, if requested;
- E. direct the parties to appear and confer to consider simplification of the issues; and
- F. sign and issue subpoenas requiring attendance and giving of testimony by witnesses.

Notwithstanding the foregoing, all parties shall have the right to (1) present evidence on all issues of fact, (2) present argument on all issues of law and policy, and (3) conduct such examination of witnesses as may be required for the development of a complete record.

**VI. GENERAL RULES CONCERNING HEARINGS**

- A. Hearings shall be scheduled in accordance with the timelines established by law and shall be held in private or open session, at the option of the teacher or administrator. Hearings shall be held at the school board's central office, unless a different location is fixed by the DHO.
- B. Hearings shall be conducted on weekdays during normal business hours, unless the DHO determines that the just and efficient completion of the hearing, compliance with the mandated delays, or the DHO's, counsel's or party's schedule requires a deviation from such times.
- C. The DHO may suspend a hearing, upon both parties' agreement and request, when it appears that a resolution of the disciplinary action at issue has been reached between the parties. Before such hearing is suspended, such resolution shall be entered upon the record of such proceeding and shall have the same preclusive force and effect as a compromise entered and received in open court. Any verbal agreements placed into the record shall be memorialized in writing and signed by all parties within 7 calendar days.
- D. The DHO shall require that the proceedings be conducted with dignity and in an orderly and expeditious manner and shall control the proceedings so that justice is done.
- E. The normal order of the hearing shall be as follows:
  - 1. The opening statements by the Superintendent and the teacher or administrator, in that order;
  - 2. The presentation of the evidence of the Superintendent and of the teacher or administrator, in that order;
  - 3. The presentation of the evidence of the Superintendent in rebuttal; and
  - 4. The argument of the Superintendent, of the teacher or administrator, and of the Superintendent in rebuttal, in that order.

This order may be varied by the DHO when circumstances so justify.

- F. Before testifying, every witness shall be required to declare that he will testify truthfully, by oath or affirmation.
- G. A witness who is subpoenaed but who fails to appear or a witness who appears but refuses to testify without proper cause shall be considered in contempt, and the DHO may apply to a district judge in the Parish where the hearing is being held for an Order holding the recalcitrant witness in contempt.
- H. The DHO may order, upon a showing of appropriate safeguards, live testimony of a witness to be presented during the hearing by teleconference, video link, or other visual remote technology, if the witness is beyond the subpoena power of the DHO or when compelling circumstances are shown.
- I. Formal exceptions to rulings or orders of the DHO are unnecessary. Contemporaneous objections with the reasons

stated therefore to such rulings are sufficient.

- J. In all cases, the DHO shall state the reason for his ruling as to the inadmissibility of the evidence.
- K. When the DHO rules against the admissibility of any evidence, he shall either permit the party offering such evidence to make a complete record thereof, or permit the party to make a statement setting forth the nature of the evidence.
- L. At the request of any party, the DHO may allow any excluded evidence to be proffered, subject to cross-examination on the record during a recess or such other time as the DHO shall designate. When the record is completed during a recess or other designated time, there will be no necessity for the requesting party to make a statement setting forth the nature of the evidence.
- M. If the DHO permits a party to make a complete record of the evidence held inadmissible, it shall allow any other party the opportunity to make a record in the same manner of any evidence bearing upon the evidence held to be inadmissible or, in case of the unavailability of such evidence or inability to the other party to do, to make a statement setting forth the nature of the evidence.
- N. The Louisiana Administrative Code is not applicable to hearings conducted before the DHO. In addition, a strict interpretation of the Louisiana Code of Evidence shall not be used to exclude evidence when, in the opinion of the DHO, the principles underlying the Code of Evidence and attendant circumstances suggest that such evidence is reliable.
- O. Each hearing shall be recorded by a certified court reporter.
- P. Such court report's appearance fee shall be paid by the Board within 45 days of the presentation of an invoice.
- Q. Upon the request of any party to the DHO, he/she shall request the court reporter to transcribe the record of the entire hearing and transmit the original transcript of the hearing to the DHO. The requesting party shall be obligated to pay all costs and fees associated with the transcription of the hearing by the certified court reporter and for obtaining a copy thereof. Notice of such request for transcription shall be contemporaneously transmitted to all parties who may obtain a copy of such transcript from the court reporter upon paying for same.
- R. Upon request of any party directed to the DHO, he/she shall cause the original transcript of the hearing and all exhibits accepted or proffered into evidence to be filed with the appropriate district court. The requesting party shall be obligated to pay all costs and fees associated with the filing of the transcript and exhibits directly to the clerk of court at the time of filing.
- S. All exhibits accepted or proffered into evidence shall be maintained and safeguarded by the DHO for a period of not less than 120 days after transmission of his/her final determination to the Superintendent. After the expiration of such 120 day period, all evidence shall be sealed and returned to the superintendent.
- T. The DHO shall not be called as a witness upon review by the District Court, unless there is a dispute as to the formalities required by law for such hearings and only when ordered by the District Court.



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4. Approve the following as non-faculty coaches for 2018-2019, upon completion of LHSAA coaching course certification and Board policy requirements:

1. EHS- Nicholas Courville - Football, basketball and tract.
2. EHS- Dorian Hayes - Basketball.

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5. Approve a job description and salary schedule for Parent Liaison/Interventionist.

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**VIII. INFORMATION**

1. Condolences are extended to the families of:
  - a. Constance Savoie, Secretary- Maintenance Warehouse, who retired in 1996 with 20 years of service.
  - b. Rosa Sittig, Cafeteria Tech, who retired in 1987 with 12 years of service.

**IX. ADDENDUM A**

<b>A. PERSONNEL CHANGES</b>
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The following personnel changes are an Informational Item:

- A. Personnel appointments as determined by the Superintendent:
  1. Name **CAROLYN DAVIS**, Sales & Use Tax Auditor/Sales Tax Department, re: Tanya LeBert resignation.
  2. Name \_\_\_\_\_, EES custodian, re: \_\_\_\_\_ resignation.
  3. Name **LEANN FUSELIER**, School Nurse, re: Steve Thompson retirement.
  4. Name **TADDY DOUCET**, Sales and Use Tax Tax Bookkeeper, re: Carolyn Davis promotion.
- B. Personnel changes:
 

**APPOINTMENTS** - effective 08/08/18  
(unless stated otherwise)

  1. Mark Delaney, JHS Special Ed Teacher, re: Mike Fontenot transfer.
  2. Lisa Linscombe, WES Special Ed Teacher, re: New position.
  3. Brooke David, JHS Teacher/Coach, re: Kristen Anderson resignation.
  4. Clara Carrier, JES Cafeteria Tech, re: Meagan LaMarque transfer.
  5. Molly Monceaux, LAES Special Ed Para, re: New position.
  6. Krystal Gary, Jennings Schools Bus Driver, re: David Gillett resignation.
  7. Kaleb Bergeaux, WHS Teacher/Coach, re: Denver Brown resignation.
  8. Andre Hoffpauir, JES Teacher, re: Kelly Chaisson transfer.
  9. Tina Monceaux, WES Cafeteria Tech, re: Donna West transfer.
  10. Carly Person, LAE Teacher, re: Gretchen Fontenot resignation.
  11. Monica Veronie, WAR, Counselor, re: Wade Marcantel transfer.
  12. Tonya Ryder, FES Teacher, re: Erica laPointe resignation.
  13. Hannah Miller, FES Teacher/Coach, re: Zachary Duhon resignation.

**TRANSFER**

1. Matthew McNally, HHS Counselor to WES Counselor, re: Megan Fontenot resignation, effective 08/01/18.
2. Carolyn Davis, Sales & Use Tax Auditor/Sales Tax Department Bookkeeper to Sales & Use Tax Auditor/Sales Tax Auditor, effective 07/01/18.
3. Erin Angelo WAR Special Education Teacher (9 month) to WEIC Long Term replacement Teacher (10 month), re: Sabrina Lee Medical leave, effective 07/25/18 to 01/08/09.
4. Donna West, WAR Cafeteria Tech to JES Cafeteria Tech, re: Cheryl Nixon transfer, effective 08/09/18.
5. Michael Fontenot, JHS Teacher/Coach to WAR Assistant Principal, re: Naomi Benoit retirement, effective 07/25/18.
6. Cheryl Nixon, JES Cafeteria Tech to WHS Cafeteria Tech, effective 08/09/18, re: Jeannell Jones resignation.
7. Kelly Chaisson, JES 3<sup>rd</sup> grade Teacher to JES 4<sup>th</sup> grade Teacher, effective 08/08/18, re: Peggy Ardoin retirement.

**MATERNITY LEAVE**

1. Lindsey Sittig, LAES Teacher, 12/17/18 to 02/10/19.

**LEAVE WITHOUT PAY**

1. Cheryl Nixon, JES Cafeteria Tech, 08/09/18 to 01/09/18.

**RESIGNATION**

1. Erica LaPointe, FES Teacher, 07/10/18.
2. Benjamin J. Shallow, EES Custodian, 06/29/18.
3. Noelle Bohannon, JHS Cafeteria Tech, 07/09/18.
4. Karen Coleman, EHS Teacher, 07/11/18.
5. Zachary Duhon, FES Teacher/Coach, 07/13/18.

**DISABILITY RETIREMENT**

1. Bethany Miller, EMC Federal Funds Program Administrative Assistant, effective 05/19/18 with 11 years of service.

**RETIREMENT**

1. Miron M. Navarre, JHS Teacher, effective 09/12/18, with 25 years of service.
2. Raynetta Ward, Secretary III to Assistant Superintendent, Central Office, effective 08/01/18, with 25 years of service.

**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.

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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 AMENDED AGENDA WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON THURSDAY, JULY 18, 2018, BY 4:00 P.M.
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