



JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA 203 E.
PLAQUEMINE STREET
JENNINGS, LOUISIANA
(337) 824-1834
AGENDA MEETING

THURSDAY, OCTOBER 17, 2024 at 6:00 p.m.

LIVE STREAM LINK https://youtube.com/live/ry6tTd_O9as?feature=share

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 SEPTEMBER 19, 2024.

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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/ PRESENTATIONS:
 - 1. Creed Romano, Jefferson Davis Parish Economic Development Board to give update on future parish economic development.

- VII. BOARD COMMITTEE REPORTS:
 - A. Finance Committee - Phillip Arceneaux, Chairman
 - B. Insurance - Blake Petry, Chairman
 - C. Building & Grounds Committee - David Doise, Chairman
 - D. Policy- Russell Walker, Chairman
 - E. Transportation Committee - Greg Bordelon, Chairman
 - F. 16th Section-Charles Bruchhaus, Chairman
 - G. Ward II - Paula LeJeune, 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. Outside Walk In Freezer
2. Outside Walk In Cooler
3. 70 gallon Hot Water Heater

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1. Maxwell Hebert - WHS and WAR basketball.

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1. EHS FFA students and sponsors to attend the 97th FFA Convention and Expo in Indianapolis, IN from 10/21/24 to 10/26/24. At no expense to the Board.
2. WHS and WAR band students and sponsors to travel to Galveston, TX on April 25 -26, 2024 as a band reward trip. At no expense to the Board.
3. JHS tennis team and sponsors to travel to Waller, TX on March 21-22, 2024 for competition. At no expense to the Board.

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- Approve the following revised job description for Master Teacher:

Job Description
Revised 2024
TITLE: Master Teacher

QUALIFICATIONS: Valid Louisiana Teaching Certificate with five years of teaching experience. Alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Supervisor of Curriculum and Instructional Support and School Principal

JOB GOAL: To facilitate teaching and learning through teacher guidance and coaching by employing and monitoring effective strategies geared toward improving student achievement.

TERMS OF EMPLOYMENT: 9 or 10-Months as determined by the Superintendent

EVALUATION: Performance evaluation annually in accordance with Jefferson Davis Parish School Board Personnel Policy.

COMPENSATION: According with Jefferson Davis Parish Teacher Salary Schedule (9 or 10 month teacher pay)

PERFORMANCE RESPONSIBILITIES:

1. Fulfill all duties traditionally expected of those in master teacher positions.
2. Participate, facilitate and lead ILT
 - a. Support leadership team in creating the school plan, monitoring goal setting, tracking student progress, and monitoring classroom follow-up and goal attainment for both cluster groups, coaching plans and Individual Growth Plans.
 - b. Assess student achievement results/teacher evaluation results and maintain inter-rater reliability.
3. Plan and facilitate clusters
 - a. Jointly develop, with a leadership team, weekly cluster group agendas and activities using student achievement data (state tests, benchmark tests, teacher-made tests) and teacher evaluation

- data to target specific focus areas (refinement areas).
- b. Lead and/or attend cluster meetings weekly.
- c. Maintain records, such as logs, sign-in sheets, agendas, etc
- d. Utilize student data to assess cluster group progress toward goals.
- 4. Individual Coaching Plan Management
 - a. Assist teachers in developing goals and tracking progress.
 - b. Provide training, resources and support for meeting goals.
 - c. Model the “self-reflection” process and support teachers in focusing on student achievement and increased proficiency in teaching.
- 5. Observations and Conferencing
 - a. Conduct classroom observations of teachers (both announced and unannounced) according to district and state requirements.
 - b. Conduct appropriate pre-conferences for all announced observations.
 - c. Conduct appropriate post-conferences for all observations.
 - d. Support the principal in maintaining inter-rater reliability and reducing score inflation.
- 6. Classroom Follow-up
 - a. Provide support to career teachers based on cluster meetings, refinement areas from observations, IGP focus and coaching plan.
 - b. Provide observations and feedback, model teaching (demonstrate lessons), team teaching, coaching, planning sessions, etc.
- 7. Professional Development
 - a. Support and provide professional development for Jefferson Davis School Board Personnel, whole faculty and grade level meetings focusing on assessment, curriculum, standards, supplemental, and intervention programs and classroom management
- 8. Collaborate and engage with school personnel and all stakeholders effectively.
 - a. Collaborate with the school leadership team, teachers, and other agencies as appropriate to address student needs (e.g., academic, well-being, and/or physical) by participating in activities which may include, but are not limited to, planning meetings, teacher collaboration meetings, grade-level meetings, staff development, and various committees.
 - b. Consult with fellow school personnel and community resources, as appropriate, before making a referral to ensure a comprehensive understanding of the student’s situation.
 - c. Collaborate with families, teachers, school leaders, other school staff, and education stakeholders to positively impact the success of students.
 - d. Discuss and provide documentation of progress toward school and student goals with school leaders, teachers, and students.
 - e. Establish partnerships with relevant agencies and post-secondary institutions.
 - f. Attend teacher collaboration meetings and provide school counseling information (e.g., attendance records, discipline records, achievement data) during teacher collaboration.
- 9. Serve on special committees (e.g., 504, Student Well-Being, SBLC, PBIS, Pupil Progression/IASP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.
- 10. Plan and oversee assigned events as required by the School Principal, e.g., graduation ceremonies, ring ceremony.
- 11. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
- 12. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
- 13. Attend professional development and certify in Louisiana Educator Rubric and renew annually
- 14. Participates in professional organizations, in-service training, faculty studies, and when feasible, in advanced college course work in order to facilitate continuous professional growth.
- 15. Performs other school-related duties in support of the school staff’s efforts to fulfill their educational mission.
- 16. Supports the educational endeavors of the individual schools by abiding by the rules and regulations that apply to all professional personnel.
- 17. If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.
- 18. Perform various administrative duties in service of effective school operation, including but not limited to the following:
 - Oversee parent/family communications (e.g., newsletters, social media accounts, Remind);
 - Monitor teachers’ planning, preparation, grading, and record-keeping, following up where necessary to ensure timely preparation and reporting of student progress;
 - Report student and staff accidents in coordination with school administration and responsible staff;
 - Manage physical inventory for assigned location or staff;
 - Fulfill all duties required of the school as a member of the LHSAA or other athletic or professional associations.
 - Attend after-school events as scheduled, including but not limited to in-person faculty meetings once per month, parent/family night events no more than six times per school year, and after-school athletic and special events duty as assigned.

- Respond to emails and phone calls from parents, school administrators, and staff in a timely manner.
- Maintain an orderly physical office environment using an organizational system that is designed to support all students, with supplies, equipment, and resources accessible.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain confidentiality in all matters related to the Jefferson Parish School Board.
2. Maintain professional personal appearance and demonstrate respect for colleagues.
3. Attend work regularly; report to work on time; and provide advance notice of need for absence. 4. Gain approval from the principal for any time off of work. Out-of-state trips must be placed on the School Board agenda and approved by the Board.
5. Check emails daily and reply to emails in a timely fashion.
6. Display proper respect for authority, receive and implement constructive criticism, avoid use of sarcasm and inappropriate behavior and language when dealing with others and serve as an exceptional model for all. 7. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision. 8. Perform job responsibilities consistently, use time wisely, plan properly, and take care of materials and equipment.
9. Demonstrates trustworthiness; exercise good judgment.
10. Plan and deliver district and school-level professional development.
11. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
12. Keep the principal and/or direct supervisor informed of the progress being made in the area(s) of responsibility.
13. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by the principal.
14. Collaborate with district leadership, administrators and teachers to analyze data, establish goals and develop plans with action steps and a means to monitor effectiveness.
15. Analyze data to make data-driven decisions
16. Complete and submit all forms, reports, documentation, and training by required dates and in accordance with district policies and procedures.
17. Remain open to suggestions and innovative ideas; receive and apply feedback.
18. Demonstrate competence in areas of responsibility.
19. Exert every effort to constructively involve stakeholders in all professional settings.
20. Communicate appropriately face-to-face, through phone calls and electronic communication and work effectively with all populations.
21. Receive and respond to phone calls and text messages prior to the start of the work day, after the conclusion of the work day and on non-working days, when necessary.
22. Attend meetings generally associated with the instruction of students as needed or directed. 23. Attend faculty, staff and department meetings as needed or directed.
24. Attend training sessions as needed or directed.
25. Attend IEP/IASP/SBLC meetings as needed or directed.
26. Attend district meetings as needed or directed.
27. Attend back-to-school, orientation, stakeholder involvement, open-house, extracurricular events, co-curricular events as needed or directed.
28. Attend graduations, banquets, concerts and awards as needed or directed.
29. Attend school board and/or committee meetings as needed or directed.
30. Support crisis management plans during situations that warrant as needed or directed. 31. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/ control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
32. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (SBESE), and/or Federal regulations and guidelines established by each.
33. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.
34. Direct, coordinate, and/or supervise all students for whom you are responsible.
35. Participate in parent conferences, as needed.
36. Job description and duties subject to modification as needed. Perform such other tasks and assume responsibilities as the Superintendent may assign.
37. Support the policies and procedures of the Jefferson Parish School Board.
38. Adhere to Jefferson Parish Employee Conduct and Sexual Harassment Policies.
39. Adhere to the Responsibility Contract for Acceptable Use of Telecommunication Services. 40. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.

While the operation of the Jefferson Davis Parish School Board and its schools is governed by the provisions of this and all other policies, as well as the procedures of the individual

schools, no policy manual can list each and every instance of misconduct that is precluded. Accordingly, employees are cautioned that the appropriateness of certain action or behavior must necessarily be dictated by the nature of the position held by the employee and common sense. By virtue of one’s education and experience, an employee knows and understands that certain actions or conduct are unacceptable even in the absence of formal policy. For instance, without the need of a specific prohibition or warning, a classroom teacher should be aware of the impropriety of certain practices such as leaving students unattended, using profanity or sexually suggestive language or bringing a firearm onto campus. Such conduct constitutes both incompetence and willful neglect of duty and will result in the imposition of discipline up to and including termination.

I certify that I have reviewed and understand each requirement and that I am capable of meeting each and every requirement.

_____ Printed Name of Evaluatee	_____ Printed Name of Evaluator
_____ Signature of Evaluatee	_____ Signature of Evaluator
_____ Date Signed by Evaluatee	_____ Date Signed by Evaluator

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X. INFORMATION

- 1. Condolences are extended to the families of:
 - 1. Frances Byler, LAHS Teacher who retired in 2007 with 30 years.
 - 2. Sondra Bentley, EMC Supervisor, who retired in 2005, with 30.5 years of service
- 2. The Department of Special Services will be funding coaching sessions in our 7 elementary schools provided by the Bailey Education Group to implement the SPED Playbook (guidance from the LDOE). The SPED playbook emphasizes three best practices aimed at accelerating learning and improving outcomes for students with disabilities (SWDs): (1) Focus on Core Instruction, (2) Extra Time to Learn, and (3) Content Strong Teachers. The unit cost for the sessions is \$1,500.00 per day for 8 days at all 7 JDP Elementary Schools, totaling \$84,000.00. These sessions will be funded with IDEA B funds, ensuring that our educators are well-equipped to support the diverse needs of our students.
- 3. The Department of Special Services will be funding MNRI Training for identified JDP staff (approximately 210 staff members - Administrators, Regular Education Teachers, SPED Teachers, SPED Para-Professionals, Prek Teachers, Prek Paraprofessionals, Pupil Appraisal Staff, etc.) MNRI stands for Masgutova NeuroSensorimotor Reflex Integration. It is a therapeutic approach that focuses on integrating reflexes to improve sensory processing and motor skills, often used in the context of supporting individuals with various learning and developmental challenges. The total cost of the training \$40,200.00 - funded from IDEA B.

XI. PERSONNEL CHANGES

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 WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON MONDAY OCTOBER 13, 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.