



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

THURSDAY, AUGUST 21, 2025 at 6:00 p.m.

LIVE STREAM LINK: <https://youtube.com/live/mI4Uoa3UZaE2feature=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 JULY 17, 2025.

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. BOARD COMMITTEE REPORTS:

- A. Finance - Philip Arceneaux
- 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 - Paul Trahan, Chairman
- J. Food Service Committee - Summer LeJeune, Chairman

VII. SALES TAX REPORT - by Amber Miller, Tax Collector.

VIII. NEW BUSINESS:

1. Approve the following millage rates for 2025

RESOLUTION

BE IT RESOLVED, that the following millage(s) are hereby levied on the 2025 tax roll on all property subject to taxation by Jefferson Davis Parish School Board of the Parishes of Jefferson Davis and Allen, Louisiana:

	<u>2025 MILLAGE</u>	
	<u>Jefferson Davis Parish</u>	<u>Allen Parish</u>
<u>Jefferson Davis Parish School Board</u>		
Constitutional Tax	6.48	
Special School Tax	10.77	
<u>School District # 1</u>		
Maintenance	11.29	
Maintenance – Special	7.71	
Bonds, Series 2024	4.00	
<u>School District # 2</u>		
Maintenance	11.85	
Bonds, Series 2019	13.00	
<u>School District # 3</u>		
Maintenance	14.98	
Maintenance– Special	3.53	
<u>School District # 5</u>		
Maintenance	4.15	
Bonds, Series 2022	3.25	
<u>School District # 8</u>		
Maintenance	8.88	
Bonds, Series 2016	7.30	
<u>School District # 22</u>		
Maintenance	12.04	12.04
Bonds, Series 2020	21.00	21.00
<u>Consolidated School District # 1</u>		
Maintenance	11.66	
Bond, Series 2024	12.00	

BE IT FURTHER RESOLVED that the proper administrative officials of the Parishes of Jefferson Davis and Allen, State of Louisiana, be and they are hereby empowered, authorized, and directed to spread said taxes, as hereinabove set forth, upon the assessment roll of said Parish for the year 2025, and to make the collection of the taxes imposed for and on behalf of the taxing authority, according to law, and that the taxes herein levied shall become a permanent lien and privilege on all property subject to taxation as herein set forth, and collection thereof shall be enforceable in the manner provided by law.

The foregoing resolution was read in full, the roll was called on the adoption thereof, and the resolution was adopted by the following votes:

- YEAS:
- NAYS:
- ABSTAINED:
- ABSENT:

CERTIFICATE

I hereby certify that the foregoing is a true and exact copy of the resolution adopted at the board meeting held on August 21, 2025, at which meeting a quorum was present and voting.

Jennings, Louisiana, this 21 day of August, 2025.

School Board President / Greg Patterson		Superintendent / John G. Hall		
MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE

2. Approve the following job description for School Support Graduation Coach:

Jefferson Davis Parish Schools

Job Description
Revised 2025

TITLE: School Support and Graduation Coach

QUALIFICATIONS:

Bachelor’s degree in education, social work, psychology, human services, or a related field. Experience working with students in an educational or youth support setting.

Strong interpersonal, organizational, and communication skills.

Ability to maintain confidentiality and build positive relationships with students, families, and staff. Knowledge of graduation requirements, career pathways, and post-secondary options preferred.

REPORTS TO: School Principal

JOB GOAL: To support students' academic progress, social development, and graduation success by working closely with school staff, students, and families to identify barriers and connect students with needed interventions, resources, and guidance — even in the absence of formal counselor credentials.

TERMS OF EMPLOYMENT: 9.5 (Elementary) 10 Month (High School) - the number of days as required by the currently adopted JDPSB calendar.

EVALUATION: Counselor Evaluation annually pursuant to BESE *Bulletin 130*

COMPENSATION: 10 Month Certified Salary Schedule (High School), 9 Month Certified Salary Schedule (Elementary School)

PERFORMANCE RESPONSIBILITIES:

Academic and Graduation Support:

- Assist students in understanding graduation requirements and developing an individualized path to completion.
- Monitor academic progress and collaborate with staff to support struggling students.
- Help students set personal, academic, and behavioral goals.
- Assist students with scheduling, course choices, and staying on track with diploma pathways.
- Maintain accurate records of student progress and intervention plans.

Student Interventions and Well-being:

- Identify students at risk of not graduating due to academic, behavioral, or attendance issues.
- Develop student-specific support strategies in coordination with school staff.
- Participate in meetings (SBLC, behavior/attendance teams, etc.) to review student data and coordinate support.
- Meet with students individually and in groups to provide encouragement, coaching, and basic social/emotional support.
- Collaborate with the school’s crisis team in response to student emergencies or urgent

concerns. Career and Postsecondary Readiness:

- Provide students and parents with resources and information on college, technical programs, military, and workforce options.

- Coordinate or assist with events such as college/career fairs, application drives, or guest speaker series.
- Help students complete applications (e.g., FAFSA, college admission, job readiness) and prepare for postsecondary transitions.

Family and Community Engagement:

- Communicate regularly with families about student progress, interventions, and graduation plans.
- Work with community liaisons, external agencies, and mentors to remove barriers to student success.
- Serve as a liaison between families and the school regarding attendance, behavior, or academic concerns.

Administrative and Organizational Duties:

- Track student data and maintain logs of interventions, parent contacts, and support services.
- Assist in planning and executing school-wide initiatives related to student success.
- Participate in professional development as assigned.
- Assist with graduation ceremonies and other student recognition programs.
- Collaborate with the School Principal and colleagues to generate the master schedule annually.
- Serve on special committees (e.g., 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as required by School Principal or district administration and perform related work as required.

Professional Expectations:

- Demonstrate professionalism, respect, and confidentiality.
- Arrive on time and maintain regular attendance.
- Communicate effectively with all stakeholders.
- Be flexible and responsive to student needs.
- Follow school board policies and school-based procedures.
- Attend before school/after-school events as scheduled, including but not limited to in-person faculty meetings six (6) times per school year, parent/family night events no more than four (4) times per school year, and after school athletic and special events duty as assigned not to exceed five (5) times per school year; not to exceed a total of fifteen events (15) per school year.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Jefferson Davis Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. 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.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (BESE), and/or Federal regulations and guidelines established by each.
17. Model ethical behavior at schools and in the community.
18. Support the policies of the Jefferson Davis Parish School Board and the procedures of the school/system.
19. Follow the appropriate chain of command when communicating concerns.

20. Use appropriate language that is void of vulgarity, lewdness, coarseness, or profanity.
21. Adhere to the Responsibility Contract for Acceptable Use of Telecommunication Services.
22. 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 commonsense. 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

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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3. Approve the following non-faculty coaches for 2025-2026 upon completion of LHSA A coaching course certification and Board policy requirements:
- A. Justin Habetz, LHS baseball

B. Joseph Broussard, WHS football

C. Skip Pickle, WHS football and softball

D. Morgan Benoit Watkins, LAHS softball

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4. Declare the following items as surplus and send to the next available public Auction:
- A. HHS

1. Delta 10” Table Saw, serial #14D019894201418CT, Model 36-725

2. Dewalt 12” Compound Miter Saw, Serial #26924620091049, Model DW718

3. Delta Drill Press, Serial #R9322, Model #17-900

4. 1999 General Shelters 7’ x 20’ Cargo Trailer, bearing VIN 169C52025WC223555.

5. Miller Thunderbolt AC/DC Welding Machine, Serial #KJ243804, Model #902775

6. Miller Thunderbolt AC/DC Welding Machine, Serial #KJ243805, Model #902775

7. Miller Thunderbolt AC/DC Welding Machine, Serial #KJ243807, Model #902775

B. WHS

- 1. MIG Machine, Millermatic 185, Serial #KK250820
- 2. MIG Machine, Millermatic 185, JDPSB tag 00715
- 3. MIG Machine, Millermatic 185, JDPSB tag 00718
- 4. MIG Machine, Millermatic 185, Serial #KK100346
- 5. MIG Machine, Millermatic 252, Serial #Mb3301106N
- 6. Dewalt Metal Chop Saw, Serial #194124
- 7. Northern Industrial Metal Chop Saw, Model #332814
- 8. Craftsman Bench Grinder, Serial #0726-W
- 9. Craftsman Bench Grinder, Serial #0726-W
- 10. John Deere Riding lawnmower
- 11. Triple Sink from Home Ec. Department
- 12. BadBoy Outlaw Riding lawnmower, #000015262
- 13. Reel mower for FB riding lawnmower #03201230000638
- 14. 10 student desks
- 15. 7 hard back chairs

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5. Grant permission for the following out-of-state travel:
- A. WHS Renaissance students, sponsors and Principal to attend the Jostens Renaissance Regional Conference in Katy, TX from September 23, 2025 to September 24, 2025. At no expense to the Board.

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6. Accept the proposal from The Sulzer Group for Project Management/Owner's Representative Services for JDPSB Current and Future Declared Federal Disasters. This company will act as a consultant between JDPSB and FEMA. Cost of these services are reimbursable by FEMA. Other proposals were submitted by ELOS Environmental, All South Consulting Engineers, HGA and ICF Incorporated. The proposal was selected based on a scoring system.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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7. Approve the following job description for Itinerant Teacher of Students with Visual Impairments:



Jefferson Davis Parish Schools

Job Description

Revised 2025

TITLE: Itinerant Teacher of Students with Visual Impairments

QUALIFICATIONS: A valid type A Louisiana teaching certificate which includes certification/license for Visual Impairment as specified by Bulletin 746, Revised, Louisiana Department of Education

REPORTS TO: Special Education Supervisor and School Principal(s) where services are provided

JOB GOAL: Provide direct and/or consultative special education services relating to visual impairments and enable the students ages 3-22 to learn in classroom and community environments. Travel to the student sites/schools to provide services.

TERMS OF EMPLOYMENT: 9 Month - the number of days(182) as required by the currently adopted JDP calendar.

EVALUATION: Educator evaluation annually pursuant to BESE *Bulletin 130*

COMPENSATION: 9 Month Certified Salary Schedule

PERFORMANCE RESPONSIBILITIES:

- 1) Perform functional vision and learning media assessments on new referrals and at intervals as designated by the Individuals with Disabilities Education Act (IDEA).
- 2) Interpret medical eye reports as they relate to educational environments
- 3) Contribute to the development of the IEP/IFSP with recommendations for goals, modifications, and learning styles
- 4) Provide screening and referral procedures to appropriate personnel
- 5) Recommend appropriate specialized evaluations and assessments, such as for low vision, orientation and mobility, psychosocial, and adaptive physical education
- 6) Consult with diagnosticians, classroom teachers, students, and parents concerning appropriate evaluations, modifications, and test administrations
- 7) Be knowledgeable about possible modifications for statewide testing, and arrange for necessary modifications.
- 8) Obtain modified standardized testing materials (NAPT, ITBS, TAAS, SAT, ACT) and administer or assist in the administration of the test as needed
- 9) Administer various other evaluations as appropriate (Oregon Project, Insite, Hawaii, Boehme, LAP, E-LAP) and interpret the results as appropriate to parents and other educators
- 10) Participate in team assessments for students with moderate to severe cognitive disabilities 11) Work as liaison with other agencies in vocational assessment process
- 12) Provide assessment, instruction, and consultation to other educational team members on issues related to assistive technology, especially computer-based assistive technology
- 13) Assist in determining need for and procuring classroom equipment and materials necessary for students with visual impairments to learn (braille, low-vision devices, assistive technology, computer, etc.), including ensuring necessary room modifications and lighting changes
- 14) Provide team members with information regarding the specialized strategies needed for success with each VI student, including those working with infants in non-school-based settings
- 15) Consult with other educational team members, including parents and rehabilitation service providers to provide information necessary to maximize incorporation of the expanded core curriculum into the entire instructional setting
- 16) Provide modified materials to team members
- 17) Provide braille, recorded/enlarged materials, and tactile symbols as appropriate for each child
- 18) Facilitate social integration and interaction with peers
- 19) Provide training and support to parents of students with visual impairments to enhance their children's independence
- 20) Provide the teachers, staff, and family of students with visual impairment with information regarding their individual needs, methodology, and strategies
- 21) Participate with other school personnel and agencies to secure job-related experiences for students 22) Participate in transition planning
- 23) Provide updated pupil information (e.g., VI registration, deafblind census, textbook projections)
- 24) Submit requests for instructional materials, conferences, field trips, and personnel needs
- 25) Inform various special education and campus personnel of progress and needs of the students with visual impairment on a regular basis
- 26) Identify and set up a work and storage space at each school to be used by the VI teacher to instruct students as necessary
- 27) Provide input into students' schedules, planning for all special services, such as direct instruction and orientation and mobility
- 28) Maintain adequate record of all assessments, related to the IEP, progress reports and signed parental release forms for things such as photographs and registration with various agencies
- 29) Provide 9-week progress reports as indicated by student program on students with visual impairment in regular education classes and follow up with teacher and/or parent conferences as appropriate
- 30) Register students with visual impairments with appropriate agencies such as Recordings for the Blind and Dyslexic, and the state library for the blind and physically disabled, and assist with referral to the state's commission for the blind
- 31) Prepare paperwork as appropriate and attend IEP meetings on students with visual impairments
- 32) Distribute information to parents concerning workshops, conferences, and equipment acquisition
- 33) Communicate with low-vision specialists, ophthalmologists, and optometrists concerning exams, and attend

exams when appropriate

- 34) Supervise material preparation and acquisition
- 35) Acquire information about current research, development, and technology by attending conferences, workshops, and area meetings and by reading journals in the field of visual impairment
- 36) Maintain certification
- 37) If assigned to multiple locations, provide and follow consistently the daily schedule provided to direct supervisor, school principals, and applicable teachers.

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- 4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
- 5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
- 6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
- 7. Keep the direct supervisor informed of the progress being made in the area(s) of responsibility.
- 8. Report to the Jefferson Davis Parish School Board as needed or directed.
- 9. 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 supervisor.
- 10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
- 11. Remain open to suggestions and innovative ideas; receive and apply feedback.
- 12. Demonstrate competence in areas of responsibility.
- 13. Exert every effort to constructively involve stakeholders in all professional settings.
- 14. Communicate appropriately and work effectively with all populations.
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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

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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IX. INFORMATION

- 1. Condolences are extended to the families of:
 - A. Nicholas Hugh Fruge, former School Board Member
- 2. 2025 Special Education Advisory Council Meeting is scheduled for Thursday, August 21, 2025 at 3:00 pm.

X. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

XI. EXECUTIVE SESSION

A. Motion to enter into Executive session.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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B. Motion to resume in regular session.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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XII. 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 AUGUST 18, 2025 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.