

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
**MAY 8, 2025**

The Jefferson Davis Parish School Board met in Regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, May 8, 2025 at 6:00 p.m. , with the following School Board members present: President, Greg Patterson, Vice-President, Phillip Arceneaux, Members, Greg Bordelon, Charles Bruchhaus, Malon Dobson, David Doise, Janet Jones (late), Paula LeJeune, Summer LeJeune, Paul Trahan and Russell Walker.

Absent: Blake Petry and Blake Frey

Virtual: None

Legal Counsel Present: Lauren Heinen

The meeting was called to order by President Patterson.

Roll call was done by Mrs. Debbie Abshire. Mrs. Abshire confirmed that there were no requests for public comment on any agenda items.

An invocation was led by School Board Member, Mrs. Summer LeJeune, followed by The Pledge of Allegiance to the U.S. flag by School Board Member, Mr. Arceneaux.

Motion by Mr. Bordelon, seconded by Mrs. P. LeJeune and unanimously carried to approve the School Board minutes of the Regular meeting on March 20, 2025.

Motion by Mr. Trahan, seconded by Mr. Arceneaux and unanimously carried that the Board call for a vote to take care of items of business not listed on the original agenda or to change the order of topics to be addressed.

**FINANCE COMMITTEE:**

The following recommendations were made by Mr. Russell Walker, Finance Committee Member, that the School Board:

Grant permission to accept the following donations:

- A. EES
  - 1. Angu PharmacyLux \$100.00. Funds to be used for Teacher and Staff Appreciation Week.
- B. JHS
  - 1. Jennings High Jazzers to accept the following donations to be used for various activities and needs for the team:
    - A. Donations of \$300.00
      - 1. Hat Creek Cattle
    - B. Donations of \$250.00
      - 1. Tiffany Ceasar
    - C. Donations of \$200.00
      - 1. A1 Travis Bail Bonds
    - D. Donations of \$100.00
      - 1. Sam Baudin Services

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- 2. Little Lambs Daycare
- 3. Carter’s Creative, LLC
- 4. Leger Family Dentistry
- 5. Kristin Cassidy, LPC
- 6. Nutrition Center
- 7. Farley’s Automotive
- 8. Efficient Air Systems
- 9. Sigma Healthcare Consulting
- 10. Thibodeaux Transportation Services
- 11. Young’s AC
- 12. OLPH-KPC
- 13. A-1 Travis Bail Bonds
- 14. Jackie Marceaux
- 15. Joubert Family Dentistry
- 16. Helping Hearts Transportation
- 17. Lauren Heinen
- 18. Don’s Bail Bonding

Mrs. Janet Jones arrived at 6:04 pm

- 19. Angelle Jenkins
- 20. Crawfish To Go
- 21. Southside Automotive
- 22. Darrell’s of Jennings
- 23. Young’s AC
- 24. Brian Wilder Internal Med
- 25. LA Farm Bureau
- 26. Wilson’s Plumbing
- 27. Hobo’s Deli
- 28. Studio Geaux
- 29. Cassidy Insurance
- 30. MTS Services
- 31. Sparks Law Firm
- 32. DI’s Restaurant
- 33. Showtime Detailing
- 34. Schulthess & Associates
- 35. Grassco, LLC
- 36. Stanley & Tonya Bouley
- 37. Toshco Sewer Systems
- 38. Port Aggregates
- 39. Edwards Family Med

- E. Donations of \$50.00
  - 1. WR Parker, Inc.\$50.00
  - 2. Tyron & Marquette Anthony \$50.00
  - 3. MMIC, LLC \$50.00
  - 4. Stewart’s Drug Store \$50.00

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5. Jennings Credit, LLC \$50.00
6. Jeff Davis Living Center \$50.00
7. Brown's Boiling House
8. Trisha Seilhan, MS
9. Blackwater Gun Company
10. Toby's Barbershop
11. Rita's Quick Stop
12. Jennings Pediatric
13. Royal Horizon
14. Ladd Hildago Agency
- F. Donations of miscellaneous amounts:
  1. Sharon Jackson \$30.00
  2. Carol Celestine \$27.00
  3. Family Drug Store \$25.00
2. Showtime Detailing and other anonymous donors - \$500.00 to JHS Key Club. Funds to be used for International Convention.
- C. WES
  1. Donations to be used for Library end-of-year Splash Blast celebration  
for students who earned 30 AR points:
    - A. The Bank of Welsh – \$500
    - B. Mr. Ronnie Petree – \$125
    - C. Morrison Surveying (David and Rhonda Matte) – \$200
    - D. Mr. Paul Trahan, School Board Member – \$100
    - E. Sheriff Kyle Miers – \$100
    - F. Mr. Blake Frey, School Board Member - \$100.00
- D. WHS
  1. Funds to be used towards student rewards:
    - A. Welsh Donut, \$300.00.
    - B. Pat Deshotel, \$100.00.
  2. Funds to be used towards good behavior rewards throughout the year:
    - A. Mr. Clint's \$100.00
    - B. 91 Stop \$1,000.00
  3. Welsh Varsity Cheer parents \$10,671.00 to High School Cheer.  
Funds to go towards cheer cost throughout the year.
  4. Welsh Softball Backers - \$756.57 to Softball. Funds to be used towards expenses.

Motion seconded by Mr. Doise and unanimously carried, with Mr. Patterson, Mrs. Jones, Mr. Arceneaux and Mr. Trahan recused from voting.

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The following recommendations were made by Mr. Phillip Arceneaux, Finance Committee Chairman, that the School Board:

Accept the lowest bid from Waste Connections for the 25-28 JDPSB Parishwide Garbage Collection and Disposal of Refuse for a total base cost of the three year contract of \$263,951.60 (increase of \$15,579.60 from 2022) from sealed bids opened April 30, 2025 at 10:00 a.m., as recommended by the Director of Finance. The contract term will run from July 1, 2025 through June 30, 2028, and it includes garbage pickup at all School Board locations. Other sealed bids received were from Republic Services for \$284,058.00, Dillon Disposal for \$297,360.00. Waste Management also provided a bid but only a monthly cost for 1 year. The monthly cost bid was \$10,476.28 which would equate to \$377,146.08 over 36 months. Motion seconded by Mrs. S. LeJeune and unanimously carried.

Accept the catalog bid from The Tree House for the 2025-2026 JDPSB Parishwide Computer Printing Supplies bid. The Tree House was the awarded bidder last year and extended their discounts ranging from 10%-43% for the new year. No other bids were received. Sealed bids were opened on Thursday, May 1, 2025 @ 10:00 a.m. Motion seconded by Mr. Trahan and unanimously carried.

Grant permission to the Child Nutrition Program to accept the bids on the following small items for the 2025-2026 School Year:

**Paper and Cleaning:** **HD Supply:** Mop Head, 20oz \$20.06, Scouring Pad, LGE, Nylon Mesh \$4.21/box; **William George:** Liner, Treated Paper For Bun Pan \$32.43, Bag, Paper Brown, Lunch Size, 1000/Bale \$8.55; **Pon/GoldStar:** Lids for 12oz \$22.29, Bowls, Disp Styrofoam 12oz \$21.36; **Imperial Dade:** Lids for 2 oz cups \$9.53, Tray, Aluminum w/lids 3 compartment \$39.75, Tray, Styrofoam, w/cover \$18.75, Cups, 2oz \$19.22, Papertowels roll \$21.69, Lids for 1oz \$9.53, Gloves serving XL \$18.59, Gloves serving L \$18.29, Gloves serving med \$18.29, Gloves serving small \$18.29, Dish Disp Plastic 4oz deep \$33.48, **Ascension Paper Products:** Pot Holder \$35.04, Food tray #500 Red Plaid \$24.16, Food Tray #200 REd Plaid \$22.20, Food Tray #100 Red Plaid \$19.00, Lid Vented for 4oz container \$16.75, Foil Aluminum heavy wt \$53.00, Freezer Drink Cup 8oz \$26.26, French Fry Bags \$79.00, Gloves, Food Preparation small \$18.25, Gloves food prep med \$18.25, Gloves L food prep \$18.25, Gloves food prep XL \$18.25, Foil Aluminum Sheets \$5.50, Cup, disp styrofoam 12oz \$28.00; **Economical:** Cups 5.5 oz \$35.00; Wrap plastic roll in cutter box \$13.50, Scouring pads hotel size \$31.39, Bag sandwich plain paper 6x7 \$124.20, Bag Cold Bag Non Vent 5.5x7 \$135.05-\$153.84, Bag Cold Bag NonVent 7.5x10 \$152.67-\$171.46, Dish Disp Plastic 8oz deep \$32.62, Cutlery Kit Sporks, napkins, straw \$13.79, Cover bun pan rack disp \$10.39, Broom household med wt \$5.25, **Interboro Packaging Corp:** \$12.92

**Canned Goods, Cereal, Cereal Products, & General Support Grocery Items:** **Lacassagne:** Veg potatoes, mashed low sodium \$62.10, Sugar Light Brown \$37.00, Spice pepper red \$29.10, Spice Garlic Granulated fine \$42.90, Peaches sliced \$514.90, Peaches Diced \$51.90, Oil salad \$64.00, Mayo light ind packets \$18.75, Mayo red calorie \$45.90, Ketchup low sodium tomato ind packets \$29.25, Jelly assorted \$17.90, Fruit Smoothies \$53.50, Dressing ranch ind \$14.76, Cereal WG corn Fruity \$33.90, Cereal Gluten Free \$33.90, Cereal Cinnamon Toast 25% less sugar bowl \$33.90, cereal chocolate wg \$33.90, Beans veg \$48.10, BBQ Sauce 1 gallon \$55.70, Applesauce Cups assorted unsweetened \$39.50; **ForeComm:** Veg corn wg \$29.95, Spice nutmeg ground \$10.75, spice cinnamon pure \$6.25, Spice Chili Powder \$6.60, Soup cream of mushroom \$68.25, Pears halves \$48.90, Peas English \$36.90, Pears Diced \$49.90, Onion Granulated \$5.05, Mustard Prepared Ind Packets \$14.51, Juice fruit Gelatin orange \$16.75, Juice fruit Gelatin strawberry \$16.75, Juice fruit Gelatin cherry \$16.75, Fruit Cups Pears \$20.85, Condiments syrup cus ind 1.5oz \$17.05, Cranberries dried iz assorted flavors \$50.15, Chips RF Spicy Sweet Chili Flavored Tortilla Chips \$29.20, Chips

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Onion Flavored \$42.68, Chicken Broth - Low Sodium \$39.50, Carrots sliced \$29.90, Green Beans \$29.92, Baking Powder \$11.61; **Pons/GoldStar:** Yeast \$71.96, Water Geyser \$\$8.33, Vanilla Extract \$25.52, Sugar Cane granulated \$36.64, Spice pepper black \$44.49, Spice Jambalaya Base with Roux \$32.09, Spice Gumbo Base with Roux \$45.27, Spice Cumin \$31.99, Spaghetti Sauce enhanced \$43.88, Soymilk \$23.17, Seasoning Taco \$29.08, Seasoning Mix Spaghetti Sauce \$31.33, Sauce Enchilada \$37.73, Salsa \$42.64, Raisins iw assorted fruits \$74.56, Potatoes sweet whole and pieces \$34.56, Pan and Food Spray \$31.69, Lemon Juice Reconstituted \$31.93, Fruit Cups Peaches 20.72, Fruit Cups mixed fruit \$20.66, Frosted tarts strawberry low fat \$37.76, Frosted Tarts Fudge low fat \$37.76, Flour White Whole Wheat enriched blend \$14.43, Chips crispy rounds rf wg \$24.88, Cereal with marshmallows wg bowl \$28.33, Cereal honey oats wg bowl \$28.33, Juice assorted 4.23 oz \$8.67 fruit \$9.17 veg, **William George:** Baking Soda \$28.16, Brown Gravy Gluten Free \$24.68, Butter Substitute \$43.85, Beans Great Northern \$24.73, Water Gallon unflavored \$3.65, Water bottled unflavored 3.91, Spice Salt \$17.25, Relish pickle sweet \$47.50, Mustard Prepared \$20.44, **Cajun Warehouse:** Spice Salt Free Cajun Seasoning Spicy \$103.80, **Supreme:** Rice Brown \$11.35

**Chilled and Frozen Meat Items:** **Lacassagne:** Turkey Franks \$23.30, WG Turkey Ham and Cheese Croissant Sandwich \$102.50, Sandwich Egg and Cheese Patty on English Muffin \$91.25, WG Pepp Pizza \$84.10, WG Cheese Pizza \$84.90, Pancake stick \$27.20, Chicken Strips \$125.90, **Pons/GoldStar:** WG Holiday Chicken Nuggets \$55.24, Turkey Medallions \$54.97, Cheese Sauce RF \$87.76, Sandwich Maple Waffle WG Breaded Chicken \$128.43, Salisbury Steak \$155.29, Ham Sliced \$56.87, Low Sodium Bias Cut Hickory Smoked Sausage \$31.39, Beef Meatballs \$128.02, Burrito cheese egg and turkey sausage iw wg \$107.78, Cheese American sliced RF \$53.34, Cheese American Shredded RF \$72.03, Chicken Corn Dog on Stick bulk lower fat \$48.11, Diced Chicken frozen \$48.23, Breakfast Pizza squares wg turkey sausage cheese iw \$70.27; **William George:** Beef Pattie \$89.39, Onion Rings, WG \$79.29

**Chilled and Frozen Fruit Juices, Bakery Items, Vegetables:** **William George:** French toast iw \$48.64, Muffins, blueberry WG IW \$30.80, WG Mini Powdered Donut HOles in a cup \$55.69, **Lacassagne:** veg potatoes seasoned crisp battered potato bites skin on \$66.00, Creole Seasoning blend frozen \$33.10, Broccoli \$31.00, **Pon/GoldStar:** Flour Tortillas heat pressed 10” \$32.96, Flour Tortillas heat pressed 6” 31.34, Biscuits, wg iw \$31.24, Breakfast Square IW \$20.56, Bagel WG White sliced iw 32.18, Emoji Waffles \$25.49, Mini Cinnamon Roll WG \$39.91, Cream Cheese Spread Pouch \$41.81

**Bread and Bread Products:** **Flowers Bakery:** \$38,000

**Milk and Milk Products:** **Bordens:** \$338,201.96

Motion seconded by Mrs. S. LeJeune and unanimously carried.

Grant permission to approve the proposed 2025-26 Technology Budget submitted by Laurie Duhon Technology Supervisor. The largest increase in budget this year is the required spending of E-Rate Category II funding. This funding provides necessary upgrades to equipment (fiber, data runs, switches, access points, racks, and battery backup systems) within our network. Funding in this cycle also allows us to provide infrastructure necessary to provide Internet capabilities to four high school football stadiums (LAHS, JHS, EHS, and WHS). The district receives an 85% discount for all Category II eligible expenses and is therefore responsible for 15% of the total. This is the last year of a 5-year funding cycle. We will be eligible for another 5-year funding cycle next year.

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JDP Proposed Technology Budget 2025-26		
1. Hardware Maintenance		
A. Hardware Repairs (Desktops, Laptops, & Chromebooks)	\$20,000.00	\$0.00
B. Hardware Replacement (Desktops, Monitors, Keyboards, Mice, or Printers)	\$10,000.00	\$0.00
Subtotal	\$30,000.00	\$0.00
2. EdGear (JCAMPUS) Support & Maintenance		
A. JCAMPUS - SIS Management (per site)	\$31,200.00	
B. JWS - Automated Notification System	\$1,521.75	\$40.25
C. DAS - District Document Archiving w/ IBC Transmissions	\$5,344.40	\$351.60
D. JCALL - Integrated & Automated Calling Support	\$11,102.70	\$338.10
E. JC Classroom - Classroom Management	\$6,500.00	
F. JHealth - Health & Nursing Applications - Support	\$3,800.00	
G. JHR - Human Resources Applications & Support	\$4,800.00	
H. State Reporting - LAEDLink Reporting	\$11,102.70	\$338.10
I. JTEST - Standardized Test Tracking Management	\$2,800.00	
J. SBLCRTI - Student Steering Committee - Support	\$2,643.50	\$80.50
K. SPC - Student Progress Center	\$3,172.20	\$96.00
L. NUBES - Cloud Hosting	\$11,102.70	\$208.70
Subtotal	\$95,899.55	\$138.10
3. E-Rate Discounted Charges		
A. Category I - WAN (Wide-Area Network) - Connection (expires June 2024)		
10 GB Connection (\$1,299.00 x 17 sites x 12 mos = \$264,996.00 less 90% discount)	\$26,499.60	\$0.00
Federal Cost Recovery Fee	\$311.52	\$0.00
B. Category I - LAN (Local-Area Network) - Internet (expires June 2024)		
3 Gbps of Internet Access (\$4,900.00 X 12 mos. = \$58,800.00 less 90% discount)	\$5,880.00	\$0.00
C. Category II - Connections (Racks, Switches, UPS Backups, Cabling, Licenses)		
District Funding Approved \$412899.59 @ 85% discount (switches, APs, and licenses) -	\$61,934.94	\$12,789.31
Subtotal	\$94,626.06	\$12,789.31
4. District Licensing & Subscriptions		
A. Microsoft Windows & Office District Licensing (Annual)	\$34,000.00	\$0.00
B. ESET Anti-Virus (New 3-Year Contract Pricing expires July 1, 2025) pd in 2023	\$0.00	\$0.00
C. Web Filtering (Linewise/Family Zone) (3 yr. contract expiring September 2025)	\$12,695.87	\$0.00
D. Library Management System - Follett	\$13,178.76	\$0.00
E. Accelerated Reader Support (Renaissance Learning) \$750 per school annually	\$8,250.00	\$0.00
F. Moodle LMS (LMS Management) 105 @ \$8.50 each	\$897.50	\$149.00
G. Edulastic (District Assessment/Reporting Subscription) (Year 2 of 3 pricing)	\$18,557.00	\$0.00
H. Website Hosting	\$5,600.00	\$5,900.00
I. World Book Online - Full District Subscription (Annual)	\$9,439.50	\$0.00
J. Bark - Paid Version for Gmail and Google Drive Monitoring 24/7- Alert System	\$9,625.00	\$549.50
K. Google Enterprise for Education Plus (Annual)	\$24,750.00	\$0.00
L. Verkada 3 year license for Tech Center Security Camera	\$11	\$511.00
Subtotal	\$137,184.43	\$5,587.00
5. Materials & Supplies		
B. STEM Supplies (Hands-on Technology Kits/Supplies)	\$9,000.00	
Subtotal	\$9,000.00	\$0.00
6. Professional Development		
A. Professional Development Supplies & Incentives (Tech Conference & Tech Superher	\$5,000.00	\$0.00
B. Technology Conference Attendance (in-Person with travel or Virtual without travel)	\$10,000.00	\$0.00
Subtotal	\$15,000.00	\$0.00
7. Recurring Costs		
A. Replacement Student Chromebooks	\$30,000.00	\$0.00
B. Other Devices	\$20,000.00	\$0.00
Subtotal	\$50,000.00	\$0.00
Grand Total	\$433,000.44	\$6,963.71

Motion seconded by Mr. Dobson and unanimously carried.

Grant permission for the purchase of 50 Dell computers at a cost of \$641.73 each to continue the update to our existing BCA labs. These computers will be distributed to WHS and JHS (LAHS and EHS were updated last year, and LHS and HHS are Title 1 schools). After this placement, all of our BCA labs will be updated for the foreseeable future. The total for this purchase will be \$32,086.50 to be paid out of Carl Perkins funds. Motion seconded by Mr. Bordelon and unanimously carried.

Grant permission for the purchase of 25 Dell computers at a cost of \$641.73 each to update the 2nd BCA lab at JHS. After this placement, all of our BCA labs will be updated for the foreseeable future. The total for this purchase will be \$16,043.25 to be paid out of Carl Perkins funds. Motion seconded by Mrs. Jones and unanimously carried.

Grant permission to accept Change Order No. 1 on the JDPSB – Jennings Ward II Improvements – Phase 4 – Jerry Simmons Stadium Improvements Project. Description: Change Order #1 – Alfred Palma will provide labor and equipment required for the following: (refer to attached backup for additional information)

- COR #3 – Upgrade R Panel Roof to Standing Seam Roof. \$93,605.24.
- COR #7 – Garrison Boring to Entergy Pad Mount Transformer. \$9,757.10
- COR #12 – Press box Expansion and Elevation. \$248,136.53
- COR #15 – Backflow Relocation. \$6,116.70

**Details:** Change Order #1 for \$357,615.57 and adding days: 0 days

Bid Changes as follows:

The Original Contract Sum was	\$3,046,000.00
The net change by previously orders	\$ 0.00
The Contract Sum prior to this Change Order	\$3,046,000.00
The Contract Sum will be increased by	\$ 357,615.57

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The new Contract Sum including this Change Order will be \$3,403,615.57  
The Contract Time will be increased by zero ( 0 ) days  
The new date of Substantial Completion will be October 6, 2025  
Motion seconded by Mrs. P. LeJeune and unanimously carried.

The following committees had no reports to present:

- Insurance - Blake Petry, Chairman
- Building & Grounds - David Doise Chairman
- Transportation - Greg Bordelon, Chairman
- Policy - Russell Walker, Chairman
- 16th Section - Charles Bruchhaus, Chairman
- Ward II - Paula LeJeune, Chairman
- Legislative Liaison - Greg Bordelon, Chairman
- Long Range Planning - Paul Trahan, Chairman
- Food Service - Greg Patterson, Chairman

The Sales Tax report was given by Mrs. Amber Miller, Tax Collector.

NEW BUSINESS:

Motion by Mr. Arceneaux, seconded by Mrs. S. LeJeune and unanimously carried to approve the following job description:

*Jefferson Davis Parish Schools*  
Job Description  
Created May 2025  
TITLE: Literacy Mentor  
CLSD Grant

**QUALIFICATIONS:** Valid Louisiana Teaching Certificate with a minimum of 3 effective years of experience as an ELA teacher. Science of Reading trained or plan to complete training within the calendar year. Proven results when working with struggling readers. Strong knowledge of how children learn to read. Knowledge and experience working with high-quality reading curriculum. Alternatives to the preceding qualifications as the Superintendent may find appropriate and acceptable.

**REPORTS TO:** School System Leader

**JOB GOAL:** The role of the literacy mentor is to provide ongoing support for new teachers with 3 or less years of service in schools with high teacher turnover and/or high numbers of teachers new to the field and teachers implementing Leading and Learning Innovations. The literacy mentor will support new teachers in the use of evidence-based practices through planning, modeling, observing, and providing feedback to enhance teacher and leader collaboration. The literacy mentor will provide training and support for a cohort of selected schools as identified in the CLSD 2024 application. The literacy mentor will work with district-level and school-level staff to ensure all students receive high quality literacy instruction and to increase the population of highly effective teachers. Approximately 80% of the literacy mentor’s time must be spent directly supporting new teachers.

**TERMS OF EMPLOYMENT:** 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 (10 month teacher pay)

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**PERFORMANCE RESPONSIBILITIES:**

1. Oversee the implementation of two of three evidence-informed L&L Innovations as measured by scaling the innovation to at least one additional site or cohort within the LEA by the end of the subgrant. 2. Spend 80% of their time supporting new teachers.
3. Coach teachers through implementation of high-quality instructional materials.
4. Observe teachers, provide feedback, and identify next steps to improve instruction in core ELA classrooms and interventions for the purpose of support and not evaluation through high-quality instructional materials. 5. Provide teachers with instructional support in five areas: theory underlying instruction, demonstration of evidence-based strategies, observation of teachers practicing evidence-based strategies, feedback and reflection about instruction, and supporting collaboration.
6. Build collaborative relationships among schools and LEAs for teachers and leaders to learn from each other. 7. Support coherence of literacy instruction across the schools supported and the LEA.
8. Support school and school system leaders in the development and monitoring of a local literacy plan.
9. Participate on the LEA-Level Team to bring insights and perspectives from site-level collaboration, ensuring feedback and continuous improvement.
10. Provide teachers with localized ELA supports while also leveraging the communication, feedback, and support of the LDOE.
11. Collaborate with school systems staff and department staff to evaluate and improve program implementation.
12. Report on program implementation to key stakeholders.
13. Demonstrate and communicate an unwavering belief in all students' abilities to become successful readers.
14. Participate in all LDOE and school system mandated professional development, including LDOE Communities of Practice and Teacher Leader Summit.
15. Stay abreast of the research and elevate evidence-based strategies for instruction and professional learning development to share with the teachers.
16. Coordinates and/or delivers professional development activities that support literacy development.

**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/ or direct supervisor.
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.

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- 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

Motion by Mr. Bordelon, seconded by Mr. Arceneaux and unanimously carried to grant permission for the following out-of-state travel:

- 1. JES Principal, David Reed to travel to Bentonville, Arkansas June 3-5, 2025 for the Visible Learning Ambassador Certification Training. To be paid with JES Title I funds.

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2. JHS Yearbook advisor to travel to Kansas City, MO from 07/21/25 to 07/23/25 to attend the Yearbook Advisor Conference. At no expense to the Board
3. JHS FBLA students and sponsors to travel to Anaheim, CA from 06/27/25 to 07/03/25 to attend the FBLA National Leadership Conference. As per their requested, Board will pay \$500.00 towards expenses for the National Competition.
4. WHS student, Gus Doise, to travel to Nebraska from June 22-27, 2025 to attend 4-H Shooting Sports National Championship. As per his request, Board will pay \$500.00 towards expenses for the National Competition.

Motion by Mr. Trahan, seconded by Mr. Bruchhaus and unanimously carried to grant permission for the following out-of-state travel:

1. EHS Sr. Beta students, and sponsors to travel to Orlando, FL to attend the National Beta Convention June 22-26, 2025.

**DISCUSSION TO NEW BUSINESS:**

1. School dress code for 2025-26  
After discussion, this matter will be brought before the June Policy Committee.

**INFORMATION**

1. Jefferson Davis Parish School Board Job Fair will be held on Monday, June 2, 2025 from 8:30-11:00 at Welsh High School.
2. The JDP Department of Special Services has partnered with TNTP to provide a two-day professional development session focused on enhancing instruction for K–2 students with disabilities. This training will guide educators in effectively using the built-in supports and scaffolds within the Core Knowledge Language Arts (CKLA) curriculum. The sessions will address strategies for meeting students with disabilities' academic needs during core instruction as well as in special education settings, where additional learning time is provided. The total cost of this professional development is approximately \$19,799.00 and will be funded through IDEA funds.
3. The JDP Department of Special Services is purchasing Take-Home Literacy Backpacks for students with disabilities in grades K–3 from Teacher Created Materials (TCM). These backpacks include grade-level, cross-curricular texts, instructional strategies, and resources to help students prepare for the next school year. This initiative supports ongoing literacy development and promotes summer learning as part of the department's commitment to improving educational outcomes for students with disabilities. The total cost of the backpacks is approximately \$13,238.84 and will also be funded through IDEA funds.

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- 4. The Department of Special Services has ordered resources and materials and from EPS Operations, LLA (i.e. Sound Sensible, SPIRE, SPIRE NEXT) to address the academic needs of at risk students during RTI (K-12th grade at risk students that display dyslexic characteristics and have reading foundational skill and comprehension deficits). (Sole Source Letter Provided) Fund Source: IDEA B - 600/CEIS - approximately: \$11,494.17.

**PERSONNEL CHANGES**

**A. Personnel changes:**

**TRANSFERS**

- 1. Kaitlynn Courville, EES Teacher to EHS Teacher, 08/04/25, re: Erin Bertrand resignation.
- 2. Tori Trahan, LAES K Teacher to LAES 1st grade Teacher, 08/04/25, re: Mandy Broussard transfer.
- 3. Cynthia Comeaux, LAES K Teacher to LAES 1st grade Teacher, 08/04/25, re: Hailey Solari resignation.
- 4. Mandy Broussard, LAES 1st grade Teacher to LAES 2nd grade Teacher, 08/04/25, re: Elizabeth Schexnayder resignation.
- 5. Sonya McNabb, WES Sped Para to WES PreK Para, 08/06/25, re: Dayna Hall transfer.
- 6. Dayna Hall, WES PreK Para to WES 9.5 Clerical Aide, 07/28/25, re: Alice Arceneaux retirement.

**LEAVE WITHOUT PAY**

- 1. Stefanie Jacobs, EES Teacher, 04/30/25 to 05/01/25 (½ day).
- 2. Lisa Shuff, FES Cafeteria Tech, 04/10/25 to 04/11/25.

**RESIGNATION**

- 1. Alan Bryant, LAHS Teacher/Coach, 05/24/25.
- 2. Rhett Crochet, Warehouse/Tech Center AC Tech, 04/25/25.
- 3. Charles Larce, JHS Teacher/Coach, 05/24/25.
- 4. Anthony Yruegas, JHS Teacher, 05/24/25.

**RETIREMENT**

- 1. Julie Mayeux, JHS Teacher, 05/24/25, with 35 years of service.

**SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION**

- 1. Supervisor of Auxiliary Services shared with the Board the Entergy Solutions Grant for HVAC services that JDPSB will be receiving.

**EXECUTIVE SESSION**

None.

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**ADJOURN**

There being no other business to come before the Board, it was moved by Mr. Dobson, seconded by Mr. Trahan and unanimously carried, to adjourn at 6:30 pm.

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/s/ Greg Patterson, President

**ATTEST:**

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/s/John Hall, Secretary/Superintendent

Note: Items purchased by quotes or bids may be reviewed at the School Board office during normal business hours.  
All policies can be reviewed at any facility under the jurisdiction of the Jefferson Davis Parish School Board.