



**JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA**  
**203 E. PLAQUEMINE STREET**  
**JENNINGS, LOUISIANA**  
**(337) 824-1834**  
**AGENDA MEETING**  
**THURSDAY, MAY 8, 2025 at 6:00 p.m.**

**LIVE STREAM LINK:** <https://youtube.com/live/LvGuGTIspU4?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
-----	------	------	-----	-------	------	-------	------------	------------	------	-------	------	------

- IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON APRIL 17, 2025.**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

- 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
------------	--------------	----------------	------------	------

- VI. BOARD COMMITTEE REPORTS:**
  - A. FINANCE COMMITTEE - REQUEST FROM THE FINANCE COMMITTEE CHAIRMAN, PHILLIP ARCENEUX, THAT THE SCHOOL BOARD:**
    - 1. 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
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
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

- 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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

2. 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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

3. 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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

4. 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 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: Borden's:** \$338,201.96

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

5. 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.

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. AIMS - Automated Notification System	\$1,521.75	\$40.55
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	\$95.00
L. NUBES - Cloud Hosting	\$11,102.70	\$338.10
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, APIs, 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 @ \$50 each	\$5,275.00	\$743.00
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 Superhe	\$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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

6. 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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

7. 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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

8. 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
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 BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

- 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 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)

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

2. 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.

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, Guy 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:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

3. DISCUSSION TO NEW BUSINESS:

1. School dress code for 2025-26

**IX. 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.
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.

**X. PERSONNEL CHANGES**

**A. Personnel changes:**

**APPOINTMENTS**

1.

**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 (1½ 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 Yrueas, JHS Teacher, 05/24/25.

**RETIREMENT**

- 1. Julie Mayeux, JHS Teacher, 05/24/23, with 35 years of service.

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

**XII. EXECUTIVE SESSION**

**A. Motion to enter into Executive session.**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

**B. Motion to resume in regular session.**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

**XIII. ADJOURN**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
------------	--------------	----------------	------------	------

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, MAY 5, 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.