

JEFFERSON DAVIS PARISH SCHOOL BOARD
AUGUST 21, 2025

The Jefferson Davis Parish School Board met in Regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, August 21, 2025 at 6:00 p.m. , with the following School Board members present: President, Greg Patterson, Vice-President, Phillip Arceneaux, Members, Malon Dobson, David Doise, Blake Frey, Janet Jones, Paula LeJeune, Summer LeJeune, Paul Trahan and Russell Walker.

Absent: Greg Bordelon, Charles Bruchhaus and Blake Petry

Virtual: Greg Bordelon

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 or requests to speak on any agenda items.

An invocation was led by JHS Ag Science Teacher and Louisiana High School Teacher of the Year, Aaron Beaubouef, followed by The Pledge of Allegiance to the U.S. flag by School Board Member, Phil Arceneaux.

President Patterson and Superintendent Hall recognized Mr. Beaubouef for being named the Louisiana Department of Education High School Teacher of the Year.

Motion by Mr. Walker, seconded by Mr. Arceneaux and unanimously carried to approve the School Board minutes of the Regular meeting on July 17, 2025.

Motion by Mr. Walker, seconded by Mrs. Jones 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. Phillip Arceneaux, Finance Committee Chairman, that the School Board:

Grant permission to accept a donation of \$6,000.00 from the Jeff Davis Cattlemen's Association to the six parish high school FFA chapters. (\$1,000.00 each). Funds to be used for club expenses. Motion seconded by Mr. Trahan and unanimously approved.

Approve Budget Revision #1 for the 2024-2025 General Fund, Special Revenue Maintenance Funds, Special Revenue Federal Funds and the School Food Service Funds as presented by the Director of Finance, Christin LeGros. Motion seconded by Mrs. Paula LeJeune and unanimously approved.

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Adopt the 2025-26 Jefferson Davis Parish School Board Annual Operating Budget and the accompanying Budget Resolution as presented by the Director of Finance, Christin LeGros. A public hearing regarding the budget was held on Tuesday, August 19, 2025 at 4:30 p.m. in the Boardroom as required by law.

BUDGET RESOLUTION

Resolution adopting an Operating Budget of Revenues and Expenditures for the General and SpecialRevenue Funds, for the Fiscal Year beginning July 1, 2025 and ending June 30, 2026.

BE IT RESOLVED by the Jefferson Davis Parish School Board in general session convened that:

SECTION 1: The attached detailed estimates of revenues for the Fiscal Year ending June 30, 2026, be and the same is hereby adopted to serve as an Operating Budget of Revenues, for the General Fund, Special Revenue - Maintenance Funds, and the Special Revenue - Federal Funds during the same period.

SECTION 2: The attached estimates of expenditures by departments for the Fiscal Year ending June 30, 2026, be and the same is hereby adopted to serve as a Budget of Expenditures, for the General Fund, Special Revenue - Maintenance Funds, and the School Lunch Fund during the same period.

SECTION 3: The adoption of the Operating Budget of expenditures be and the same is hereby declared to operate as an appropriation of the amount herein set forth within the terms of the budget classification for the General Fund, Special Revenue - Maintenance Funds, and the School Lunch Fund.

SECTION 4: The appropriation for all other Special Revenue - Federal Funds Budgets presented herein shall be in accordance with budgetary expenditure limits and classifications approved by the Department of Education, the State Board of Elementary and Secondary Education, or any other appropriate state or federal agency, with such approval by these agencies representing full permission to expend funds accordingly.

SECTION 5: Each school within the parish has permission to expend its own School Activity Account funds for the normal operating needs of the school, including individual purchases in excess of \$10,000, without first seeking approval from the School Board so long as all other fiscal policies of the School Board are followed.

SECTION 6: Amounts are available for expenditure only to the extent they are included within the 2025-2026 budget.

Passed and adopted at Jennings, Louisiana on this 21st day of August, 2025.
ATTEST:

John G. Hall, Secretary

Greg Patterson, President

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

Grant permission to accept the following donations:

- A. EES
1.

Abby Guillory \$700.00. Funds to Desiree Young’s 4th grade class to be used for STEM education supplies.
2.

The Purple Butterfly Foundation \$500.00. Funds to be used for needy students.

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B. JHS

1. Funds to be used for SWPBIS for supplies needed:
 - A. Stutes and Lavergne \$225.00
 - B. Daniel Stretcher \$300.00
 - C. Bubba Oustalet Ford \$300.00
 - D. JD Bank \$225.00
 - E. Bordelons \$300.00
 - F. Kyle Miers \$225.00
 - G. Affordable Home Furniture \$200.00
2. Funds to be used for Band:
 - A. William Riley \$100.00
 - B. Punishers \$100.00
 - C. Parker's Department Store \$50.00
 - D. Bubba Oustalet \$100.00
 - E. Travis Bail Bonds \$120.00
3. Funds to be used towards FBLA expenses:
 - A. The Bank \$250.00
4. FFA. Funds to be used for Parish Livestock food booth expenses.
 - A. Jeff Davis Cattleman's Association - \$500.00
5. Funds to be used for Football expenses:
 - A. Quarterback Club \$5,761.40
 - B. P.A. Sports \$116.01
 - C. Hebert's Boudin and Cracklins \$100.00
6. Funds to be used for Cheerleaders expense:
 - A. Jennings Cheer Boosters \$5,630.00

C. LAHS

- A. Bolton Ford \$7,500.00. Funds to be used for athletic department to offset expenses.
- B. LA Varsity Club to offset sport expenses
 1. \$500.00 to Swim team
 2. \$1,650.00 to Athletic Department
 3. \$1,415.19 to Baseball team
 4. \$1,415.19 to Softball team

- D. JDP Department of Special Services. Funds to be used to host impact events for students with disabilities:**
- A. Jeff Davis Bank - Jennings \$250.00
 - B. Welsh Irrigation and Equipment, LLC \$250.00
 - C. The Bank - Jennings - \$500.00
 - D. Church Point Drug, Inc./ Welsh Pharmacy- \$100.00
 - E. Rosie's Dance Center \$100.00
 - F. Extermatrim Exterminating, Inc. - \$200.00
 - G. Sigma Healthcare Consulting, Inc. - \$100.00
 - H. Thrifty Way Pharmacy - \$75.00

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- E. McKinney-Vento Homeless Program
 - A. Gifting Grace Project in Lafayette, LA for donating 130 backpacks filled with school supplies.
- F. WHS
 - A. Anonymous - \$213.00. Funds to be used for Band Expenses.
 - B. Paul Trahan - \$100.00. Funds to be used towards AR Prizes.
 - C. Sam Fontenot - \$500.00. Funds to be used towards reward t-shirts for GPA and high tester students.
 - D. Pat Deshotel - \$100.00. Funds to be used for awards Day.
 - E. Funds to be used for student rewards:
 - A. Abell & Son \$500.00
 - B. Graduate Sales (Cris & Clint Sanford) \$500.00

Motion seconded by Mr. Doise and unanimously approved, with Mr. Trahan asking to be recused from vote.

Grant permission to accept Change Order No. 1 on the Jefferson Davis Parish School Board Hurricane Laura Damages Restoration Program JDPSB- EES, EHS, FES, WES, WHS WRJHS

Description: Change Order #1 – Repair of additional damages to subfloor found in room UNS-1.

Bid Changes as follows:

The Original Contract Sum was	\$1,799,000.00
The net change by previously orders	\$ <u> .00</u>
The Contract Sum prior to this Change Order	\$1,799,000.00
The Contract Sum will be increased by	\$ <u> 3,905.00</u>
The new Contract Sum	\$1,802,905.00

Contract Time will be unchanged
Revised Contract Completion Date August 16, 2025

Motion seconded by Mr. Doise and unanimously approved.

Grant permission to accept Change Order No. 2 on the Jefferson Davis Parish School Board Hurricane Laura Damages Restoration Program JDPSB- EES, EHS, FES, WES, WHS WRJHS

Description: Change Order #2 – Scope Changes in reference to ASI 001.

Bid Changes as follows:

The Original Contract Sum was	\$1,799,000.00
The net change by previously orders	\$ <u> 3,905.00</u>
Contract Sum Prior to this Change Order	\$1,802,905.00

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Contract Sum will be decreased by \$ 151,483.00
The new Contract Sum \$1,651,422.00

Contract Time will be unchanged
Revised Contract Completion Date August 16, 2025

Motion seconded by Mr. Dobson and unanimously approved.

Approve the following 9 month Teacher Pay Scale Salary Schedule:

JEFFERSON DAVIS PARISH SCHOOL BOARD 9 MONTH TEACHER PAY SCHEDULE EFFECTIVE FOR FISCAL YEAR BEGINNING JULY 1, 2025																										
Years of Experience	Non-Certified Teachers	Certified Bachelors Degree	Certified Masters Degree	Certified Masters + 30	Certified Education Specialist	Certified Ph.D.																				
0	43,753	44,753	45,406	46,506	47,136	47,948																				
1	44,106	45,106	45,759	46,859	47,489	48,296																				
2	44,459	45,459	46,114	47,214	47,844	48,652																				
3	44,814	45,814	46,466	47,566	48,196	49,003																				
4	45,166	46,166	46,820	47,920	48,552	49,362																				
5	45,520	46,520	47,172	48,272	48,904	50,268																				
6	45,872	46,872	47,524	48,624	49,256	50,604																				
7	46,224	47,224	47,876	48,976	49,608	51,064																				
8	46,576	47,576	48,228	49,328	50,032	51,368																				
9	46,928	47,928	48,580	49,680	50,384	51,720																				
10	47,280	48,280	48,932	50,032	50,688	52,072																				
11	47,632	48,632	49,284	50,384	51,040	52,424																				
12	47,984	48,984	49,636	50,688	51,392	52,776																				
13	48,336	49,336	50,088	51,040	51,744	53,128																				
14	48,688	49,688	50,440	51,392	52,096	53,480																				
15	49,040	50,040	50,792	51,744	52,448	53,832																				
16	49,392	50,392	51,144	52,096	52,800	54,184																				
17	49,744	50,744	51,496	52,448	53,152	54,536																				
18	50,096	51,096	51,848	52,800	53,504	54,888																				
19	50,448	51,448	52,200	53,152	53,856	55,240																				
20	50,800	51,800	52,552	53,504	54,208	55,592																				
21	51,152	52,152	52,904	53,856	54,560	55,944																				
22	51,504	52,504	53,256	54,208	54,912	56,296																				
23	51,856	52,856	53,608	54,560	55,264	56,648																				
24	52,208	53,208	53,960	54,912	55,616	57,000																				
25	52,560	53,560	54,312	55,264	55,968	57,352																				
26	52,912	53,912	54,664	55,616	56,320	57,704																				
27	53,264	54,264	55,016	55,968	56,672	58,056																				
28	53,616	54,616	55,368	56,320	57,024	58,408																				
29	53,968	54,968	55,720	56,672	57,376	58,760																				
30	54,320	55,320	56,072	57,024	57,728	59,112																				
30+	54,672	55,672	56,424	57,376	58,080	59,464																				
<table><tr><th colspan="2">Performance Amount</th><th colspan="2">State Standard</th></tr><tr><td>Emerging</td><td>\$130</td><td>Non-Certified</td><td>\$1,300</td></tr><tr><td>Proficient</td><td>\$250</td><td>Certified</td><td>\$2,300</td></tr><tr><td>Highly Effective</td><td>\$500</td><td>One-Time: November 2025</td><td></td></tr><tr><td>One-Time: December 2025</td><td></td><td></td><td></td></tr></table>							Performance Amount		State Standard		Emerging	\$130	Non-Certified	\$1,300	Proficient	\$250	Certified	\$2,300	Highly Effective	\$500	One-Time: November 2025		One-Time: December 2025			
Performance Amount		State Standard																								
Emerging	\$130	Non-Certified	\$1,300																							
Proficient	\$250	Certified	\$2,300																							
Highly Effective	\$500	One-Time: November 2025																								
One-Time: December 2025																										

Motion seconded by Mr. Walker and unanimously approved.

Grant permission to the Maintenance Department to purchase the following paper goods and trash can liners on state contract for the school year 2025-2026.

1. State Contract# 4400023941 Copy paper 8.5x11 1725 cases for \$35.95 per case for a total of \$62,013.75.
2. State Contract# 4400023138 2 ply toilet tissue fully wrapped 425 cases for \$62.84 per case for a total of \$26,707.00.
3. State Contract# 4400023194 Berry Global 60 gal capacity black 2 mil trash can liners 38x58 325 cases for \$26.97 per case for a total of \$8,765.25.
4. State Contract# 4400023194 Berry Global 12-16 gal capacity black 1 mil trash can liners 24x32 400 cases for \$12.84 per case for a total of \$5,145.60.

Grand total of \$102,631.55 to be paid from the General Fund.

Motion seconded by Mrs. Jones and unanimously approved.

Grant permission to pay for the Fall and Spring tuition for dual enrollment students at McNeese. Fees will be covered with SCA (Supplemental Course Academy/Course Choice funds). Motion seconded by Mrs. S. LeJeune and unanimously approved.

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Grant permission to LAHS to purchase at a cost of \$24,387.00, the following new weight room equipment from Wilder Fitness Equipment:

- 10 Varsity Half Racks, customized with school colors and logos
 - 10 Flat to 90 Benches, customized with school colors and logos
- Wilder Fitness Equipment offers a superior warranty, which includes: Lifetime coverage on frames and welds, 5 years on parts and 120 days on upholstery, grips and cables. Other quotes received from TruAthletics \$27,815.00, PMX Promaxima \$31,195.75 and BSN Sports (\$33,640.00). These vendors did not provide comparable warranty in their proposals. To be paid from Maintenance #1 Contingency Fund.

Motion seconded by Mr. Dobson and unanimously approved.

Grant permission to accept Change Order No. No. 2on the JDPSB – Jennings Ward II Improvements – Phase 4 – Jerry Simmons Stadium Improvements Project.

- Description: Change Order #1
 - COR #20- Add cameras at nine (9) locations =\$37,436.62
 - COR #22 – Repainting Stadium = \$61,955.45
 - COR #24 – Visitor Side ADA Ramp = \$32,820.14
 - COR #25 – Additional Fencing
 - @ East and North Perimeter = \$68,887.50
- Details:** Change Order #2 for \$201,099.71 and adding days: 86 days
- Bid Changes as follows:
- | | |
|--|----------------|
| The Original Contract Sum was | \$3,046,000.00 |
| The net change by previously orders | \$ 357,615.57 |
| The Contract Sum prior to this Change Order | \$3,403,615.57 |
| The Contract Sum will be increased by | \$ 201,099.71 |
| The new Contract Sum including this Change Order will be | \$3,604,715.28 |

- The Contract Time will be increased by eighty-six (86) days
- The new date of Substantial Completion will be December 31, 2025

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

Grant permission to accept Change Order No. 3 on the Jefferson Davis Parish School Board Hurricane Laura Damages Restoration Program JDPSB- EES, EHS, FES, WES, WHS WRJHS Description: Change Order #3 – Labor Credit for FES Translucent Roofing/Roof Hung Light Fixtures

- Bid Changes as follows:
- | | |
|---|-----------------------|
| The Original Contract Sum was | \$1,799,000.00 |
| The net change by previously orders | <u>\$- 147,578.00</u> |
| Contract Sum Prior to this Change Order | \$1,651,422.00 |
| Contract Sum will be decreased by | <u>\$ 1,269.00</u> |

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The new Contract Sum \$1,650,153.00
Contract Time will be unchanged
Revised Contract Completion Date August 16, 2025

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

POLICY COMMITTEE:

The following recommendation was made by Mr. Russell Walker, Policy Committee Chairman, that the School Board adopt the following revised policies recommended by Forethought Consulting and JDP:

- A. **INSTRUCTIONAL MATERIALS: File IFA**
Effective: upon approval
Act 103 of the 2025 Louisiana Legislature revised La. Rev. Stat. Ann. §17:355 regarding access to instructional materials, and adding access to online materials. Changes also include providing paper copies made on school equipment for reasonable fees.

- B. **TECHNOLOGY AND INTERNET USE: File IFBGA**
BULLYING AND HAZING: File JCDAF
Effective: upon approval
Act 686 of the 2024 Louisiana Legislature revised numerous statutes to remove language addressing instruction to students and training for teachers.

- C. **STUDENT ABSENCES AND EXCUSES: File JBD**
Effective: upon approval
In March 2024 BESE revised Bulletin 741, changing the definitions for absences. The new language divides absences into three (3) categories: excused absences, unexcused absences, and suspension/expulsion.

- D. **EXPULSION: File JDE**
Effective: upon approval
Act 497, revised La. Rev. Stat. Ann. §17:416 reduces the mandatory time of expulsion from four (4) semesters to two (2) semesters for students in grades six (6) through twelve (12). There is an exception for possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof, in that the expulsion is not required unless it is the second or subsequent occurrence. However, included under Additional Reasons for Expulsion, added statutory language states that any student in grades six (6) through twelve (12) found guilty on the first occurrence of being in possession of marijuana, tetrahydrocannabinol, or any chemical derivative thereof may be recommended for expulsion.

- E. **CHILD ABUSE: File JGCE**
Effective: upon approval
Act 195, revised the Children’s Code Articles of 603 and 610, changing the language addressing school resource officers and their reporting procedures. New language provides that any school resource officer that that suspects child abuse or neglect or if a mandatory reporter of child abuse reports suspected child abuse to a school resource officer, the school resource officer shall immediately notify the officer’s employing law enforcement agency or the Department of Children and Family Services.

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F. **BEHAVIORAL HEALTH SUPPORT FOR STUDENTS: File JGCF**

Effective: upon approval
Act 504, enacted La. Rev. Stat. Ann. §17:173.1, and requires that each public school make available to each student in grades three (3) through twelve (12), a mental health assessment by a “licensed behavioral health provider” so long as it is annually authorized by his/her parent or legal guardian. The assessments shall be provided to the appropriate students at no cost to the School Board.

Motion seconded by Mr. Arceneaux and unanimously carried.

The following committees had no reports to present:

- Insurance - Blake Petry, Chairman
- Building & Grounds - David Doise Chairman
- Transportation - Greg Bordelon, 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 Mr. Dobson and unanimously carried to 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	

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<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: Arceneaux, Dobson, Doise, Frey, Jones, P. LeJeune, S. LeJeune, Patterson, Trahan and Walker
NAYS: None
ABSTAINED: None
ABSENT: Bordelon, Bruchhaus and Petry

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 Mr. Doise seconded by Mr. Walker and unanimously carried to 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

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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.

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- 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.

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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.

Name of Evaluatee

Printed Name of Evaluator

Printed

Evaluatee Signature of Evaluator

Signature of

by Evaluatee

Date Signed by Evaluator

Date Signed

Motion by Mr. Arceneaux seconded by Mrs. Jones and unanimously carried to 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

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- 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.

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 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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- 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 (SBESE), 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.

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Printed Name

Signature of

Date Signed

by Evaluatee Date Signed by Evaluator

of Evaluatee Printed Name of Evaluator

Evaluatee Signature of Evaluator

Motion by Mrs. S. LeJeune seconded by Mr. Trahan and unanimously carried to approve the following non-faculty coaches for 2025-2026 upon completion of LHSAA 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

Motion by Mr. Doise seconded by Mr. Trahan and unanimously carried to 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

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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

Motion by Mr. Trahan seconded by Mr. Arceneaux and unanimously carried to 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.

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

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.

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SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

EXECUTIVE SESSION

None.

ADJOURN

There being no other business to come before the Board, it was moved by Mr. Walker, seconded by Mr. Dobson and unanimously carried, to adjourn at 6:32 pm.

/s/ Greg Patterson, President

ATTEST:

/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.