



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

**THURSDAY, JUNE 19, 2025 at 6:00 p.m.**

**LIVE STREAM LINK:** <https://youtube.com/live/tJnXxgmixNQ2feature=share>

**FILE: BCB - SCHOOL BOARD MEETING RULES OF PROCEDURE**  
**An individual speaker who appears at a School Board meeting to speak on an agenda item must register prior to the meeting, and will be allotted three (3) minutes to speak on the agenda item prior to School Board discussion on the agenda item.**

- I. CALL TO ORDER**
- II. INVOCATION and PLEDGE OF ALLEGIANCE.**

**III. ROLL CALL FOR DETERMINATION OF A QUORUM.**

ARC	BORD	BRUC	DOB	DOISE	FREY	JONES	P. LEJEUNE	S. LEJEUNE	PATT	PETRY	TRAH	WALK
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**IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON MAY 8, 2025.**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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**V. VOTE TO CHANGE THE ORDER OF TOPICS TO BE ADDRESSED AND TO ADD NEW ITEMS NOT ON THE ORIGINAL AGENDA.**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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**VI. BOARD COMMITTEE REPORTS:**

- A. Finance - Philip Arceneaux
- B. Insurance - Blake Petry, Chairman
- C. Building & Grounds Committee - David Doise, Chairman
- D. Policy- Russell Walker, Chairman
- E. Transportation Committee - Greg Bordelon, Chairman
- F. 16th Section-Charles Bruchhaus, Chairman
- G. Ward II - Paula LeJeune, Chairman
- H. Legislative Liaison - Greg Bordelon, Chairman
- I. Long Range Planning - Paul Trahan, Chairman
- J. Food Service Committee - Summer LeJeune, Chairman

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

**VIII. NEW BUSINESS:**

- 1. Adopt the Louisiana Audit & Compliance Questionnaire, as required by the Legislative Auditor, for the 2024-25 fiscal year.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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2. Approve and sign the Engagement Letter for the Fiscal year June 30, 2025 audit between Management and the Board and Mike Gillespie, CPA, APAC, External auditors.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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3. Approve the following out-of-state travel requests:
- 1. LAHS coaches to attend the Southern Mississippi Team Camp from June 5-6, 2025. At no expense to the Board.
  - 2. LAHS coaches to attend the East Texas Baptist Team Camp from June 12-15, 2025. At no expense to the Board.
  - 3. WHS Principal, Mark Deshotel and Teacher, Kayla Deshotel to travel to Chula Vista, CA to attend the Jostens Renaissance Program Professional Development from June 26-30, 2025. At no expense to the Board.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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4. Grant permission to the following School Board Members to attend the Southern Region Leadership Conference in Lake Charles, LA on July 28-30, 2025 and pay registration fees associated with conference:
- 1. Phillip Arceneaux
  - 2. Janet Jones
  - 3. Paula LeJeune
  - 4. Summer LeJeune

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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5. Declare the following items as surplus and send to the next available public auction:
- 1. FES
    - 1. 40 student desks
    - 2. 8 eight foot tables
    - 3. 1 office desk
    - 4. 1 six foot table
    - 5. 6 chairs
  - 2. WES
    - 1. 29 blue student desks
    - 2. 3 wooden small student tables
    - 3. 1 podium 6 small rectangle tables
    - 4. 2 round tables
    - 5. 14 big rectangle tables
    - 6. 5 student center desks
    - 7. 6 filing cabinets
    - 8. 1 3-part wooden teacher desk
    - 9. 1 small student desk
    - 10. 1 grey computer desk
    - 11. 2 small wooden student desks
    - 12. 100 student chairs

- 13. 39 desk tops
- 14. 6 computer carts
- 15. 1- PreK playset
- 16. 1- wooden triangle climbing equipment

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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- 6. Grant permission to Superintendent Hall to enter into a Cooperative Endeavor Agreement with Sowela for Dual enrollment.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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- 7. Approve the following Behavioral Intervention Support Teacher (Federally Funded) job description:



Jefferson Davis Parish Schools

Job Description

Revised 2025

TITLE: Behavioral Intervention Support Teacher (Federally Funded)

QUALIFICATIONS: College degree, valid Louisiana Teaching Certificate in the assigned areas of instruction pursuant to BESE *Bulletin 746*

Experience or training in behavioral intervention, trauma-informed care or working with at-risk populations preferred.

REPORTS TO: School Principal and Federal Programs Supervisor

JOB GOAL: To support the academic and behavioral success of at-risk elementary students by providing targeted interventions and facilitating smooth transitions from alternative or intensive support settings back into the general education classroom. This includes close collaboration with teachers, counselors, administrators, and families.

TERMS OF EMPLOYMENT: 9 Month - the number of days 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. Fulfill all duties traditionally expected of those in the teaching profession.
2. Design, plan and deliver student-centered instruction to all students effectively as measured by the educator evaluation system in accordance with federal and state regulations and the district’s Personnel Evaluation Plan.
3. Assume responsibility for growth in student learning in the assigned area(s) of instruction.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly student learning targets which positively affect student achievement
4. Plan and prepare in advance for teaching of classes and students assigned. Provide written evidence of preparation which references standards, units, activities, materials, literacy strategies, and formal/informal evaluation of learner outcomes upon request.
  - a. Establish learning objectives consistent with appraisal of student needs, requirements of district-adopted curricula, and knowledge of human growth and development.
  - b. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve learning objectives.
  - c. Create and maintain a classroom environment that provides for student involvement in the learning process and enables each student to achieve learning objectives in the least restrictive environment.
  - d. Establish, post, and enforce rules and expectations for student behavior.
  - e. Implement all components of relevant district-adopted curriculum with fidelity.
  - f. Provide opportunities for students’ involvement and engagement in the learning process to

- enhance retention, application, relevance, and higher order thinking.
  - g. Use all available resources including differentiated instruction through RTI to develop intervention plans for students failing to progress at an acceptable pace with their class and/or peer group. When necessary, conduct social-emotional learning (SEL) lessons and restorative practices with targeted groups.
  - h. Plan and provide regular, rigorous assessments which are aligned with the depth and rigor of the state standards and content, including curriculum resources, and provide timely academic feedback to promote student learning.
  - i. Understand individualized plans for assigned students with behavior, health, and learning needs and ensure accommodations and modifications are in place in the classroom.
5. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
  6. Provide accommodations/ modifications and/or interventions for at-risk/remedial students, and/or sub groups as appropriate.
    - a. Serve as a liaison between regular education teachers and support staff to ensure consistency in behavior expectations, accommodations, and support strategies. When necessary, provide consultation and professional development support to classroom teachers regarding classroom management and positive behavior strategies.
  7. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding classroom expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
    - a. Collaborate with families, counselors, and outside service providers (when applicable) to develop wrap-around support plans
  8. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
  9. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
    - a. Implement Tier II and Tier III behavioral interventions to support students exhibiting significant behavioral and/or emotional challenges.
  10. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
    - a. Additionally, provide transitional support and ongoing monitoring for students returning from disciplinary removals, alternative programs, or hospital/homebound placements to ensure successful reintegration.
  11. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
  12. Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
  13. Maintain a physical classroom environment that is organized to promote learning for all students, with supplies, equipment, and resources accessible to provide learning opportunities.
    - a. Create a safe, nurturing, and structured environment within the intervention setting to teach self-regulation and social-emotional skills.
  14. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student attendance, student grades, physical inventory management, classroom schedules, student assessment data, and students' written work.
  15. Supply adequate lesson plans, seating charts, class rosters, and other essential information for substitutes in the event of absence from work.
  16. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, teacher collaborative meetings, grade-level meetings, staff development, and various committees.
    - a. Design and lead individualized behavior support plans (BSPs) in coordination with the schools SBLC, counselor, and administration
    - b. Collect and analyze behavioral data to adjust intervention strategies and document progress toward student-specific goals.
  17. Serve on special committees (e.g., IEP, 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as assigned by the School Principal or district administration and perform related work as required.
  18. Provide leadership, supervision, and support for students' extracurricular activities in assigned student organization or club including but not limited to:
    - a. Attend all events which students attend as an official club function, including but not limited to local, regional, state, and national conferences and competitions.
    - b. Ensure plans for all club functions conform to school and district policy.
    - c. Enforce the applicable student dress code at all official club functions.
    - d. Safeguard and accurately account for all monies advanced by or received from students, parents, the school, or other persons, including vendors and donors, in accordance with the rules of his/her school and the policies of the Board.
    - e. Properly document and maintain receipts evidencing all monies collected and/or spent in accordance with the rules of his/her school and the Board.
    - f. Be present and on time for all official club functions and transportation to and from events as assigned by

the School Principal.

g. Comply with all state and national governing board rules, where applicable.

h. Maintain equipment and facilities related to the assigned club or organization.

19. 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.
20. 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.
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.
  - a. Contribute data and documentation for program evaluation and reporting.
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 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.**

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Printed Name of Evaluatee

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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

8. Approve the following Behavioral Intervention Specialist - School Counselor job description:



**Jefferson Davis Parish Schools**  
**Job Description**  
**Revised 2025**

**TITLE: Behavioral Intervention Specialist - School Counselor**

**QUALIFICATIONS:** Certification in school counseling as prescribed by the Board of Elementary and Secondary Education, with expertise in behavioral intervention and response to intervention implementation.

**REPORTS TO:** School Principal

**JOB GOAL:** To provide a tiered system of behavioral interventions that supports the emotional and behavioral growth of all students, empowering them to succeed academically and socially.

**TERMS OF EMPLOYMENT:** 10 Month - 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

**PERFORMANCE RESPONSIBILITIES:**

1. Establish and implement a comprehensive school counseling program focused on behavioral interventions and supports, measured by the counselor evaluation system in accordance with federal and state regulations and the district’s Personnel Evaluation Plan.
2. Assume responsibility for growth in student learning in the assigned area of responsibilities.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly goals which positively affect student achievement through job responsibilities.
3. Set counseling goals, develop action plans, and monitor progress toward goals.
  - a. Collect and analyze student data from various sources (e.g., academic records, attendance reports, discipline records) to identify trends to inform counseling goal setting and action plans.
  - b. Develop counseling goals, action plans, and targeted interventions that are aligned with identified gaps in one or more of the following: student achievement, teacher observations, attendance, discipline, college and career planning, crisis intervention, and/or social development.
  - c. Monitor progress toward counseling goals/behavioral interventions and adjust support strategies in action plans as needed, demonstrating flexibility in response to changing student needs.
4. Support students in meeting academic and behavioral expectations.
  - a. Identify student needs and collaborate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems, using an assessment tool when necessary to determine students’ academic and/or social/behavioral needs to identify support for students.
  - b. Provide support for students experiencing academic and/or behavioral challenges.
  - c. Assist students in setting academic and/or behavioral goals to establish educational plans.
    - i. Provide conflict resolution and mediation support.
      1. Mediate conflicts between students or between students and staff.
      2. Teach conflict resolution skills to help students manage interpersonal conflicts constructively.
    - ii. Provide academic counseling:

1. Assist students in course selection based on their abilities, interests, and future goals.
  2. Monitor students' academic progress and intervene when necessary to address issues.
  3. Ensure students are on track to meet graduation and TOPS requirements based on diploma type, pathway, and credentials.
  4. Provide guidance on study skills, time management, academic planning and social emotional learning.
  5. Ensure students meet required deadlines, e.g. FAFSA submission, college applications, college admissions testing registration deadlines.
- d. Conduct individual and group counseling sessions with students to address identified concerns and challenges.
  - e. Respond to immediate and urgent concerns, such as emotional crises or traumatic events, emergencies, or incidents affecting the school community.
    - i. Implement crisis intervention strategies and coordinate with administrators, teachers, and external agencies to ensure appropriate support and safety measures are in place.
    - ii. Provide support and resources to students and families during times of crisis or trauma.
    - iii. Provide behavioral crisis de-escalation support as needed.
5. Provide educational and career guidance to students, including but not limited to the following:
- a. Provide guidance on course selection, college admissions, career exploration, and post-secondary options.
  - b. Conduct career assessments and facilitate discussions to help students explore career interests and develop career readiness skills.
  - c. Organize college fairs, career days, and workshops to enhance students' awareness of educational and career opportunities, including a diverse range of post-secondary institutions and career options.
6. Coordinate and provide school-wide student support services efficiently and effectively.
- a. Coordinate and provide student support using available data and resources.
    - i. Identify and facilitate lessons and/or sessions that are relevant, engaging, and developmentally appropriate for students to ensure impact on students' overall development and growth.
    - ii. Collect and use available student data to determine trends and patterns to document impact and inform next steps.
    - iii. Engage with school leaders, teachers, and other support staff to support the implementation of identified next steps in daily practices.
  - b. Determine students' needs and implement targeted support plans.
    - i. Use data sources to demonstrate a need for change school wide (e.g., discipline, attendance, achievement).
    - ii. Conduct needs assessments to design action plans for support, instruction, and intervention.
    - iii. Implement student support plans that include tailored interventions that are aligned to identified needs (e.g., discipline, attendance, course enrollment patterns, achievement, lead opportunity, academic, mental health and well-being, career support) to enhance students' overall self-development, academic achievement, and resilience.
    - iv. Create lesson plans/counseling sessions that are aligned to students' well-being, and/or academic needs, providing opportunities for differentiation that accommodate various learning styles.
  - c. Organize and manage time and student records effectively.
    - i. Prioritize and manage the allocation of time to optimize opportunities to address the needs of all students (e.g., use of calendars, meetings, lessons, deadlines).
    - ii. Organize accurate records of counseling activities.
    - iii. Maintain complete and accurate student documentation, including records of behavior, academic performance, relevant communication with parents, and student progress.
    - iv. Maintain a physical office environment using an organizational system that is designed to support all students, with supplies, equipment, and resources accessible to aid students in their educational, vocational, personal, social, health, and civic development.
    - v. Perform various administrative duties such as responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
    - vi. Prepare and submit required reports as assigned by the School Principal.
  - d. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding school expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
    - i. Ensure parents/guardians are notified about students' post-secondary education and career

options based on students' selected diploma type, pathway, GPA, and standardized test scores.

7. Collaborate and engage with school personnel and all stakeholders effectively.
  - a. Collaborate with the school leadership team, teachers, and other agencies as appropriate to address student needs (e.g., academic, well-being, and/or physical) by participating in activities which may include, but are not limited to, planning meetings, professional learning community meetings, grade level meetings, staff development, and various committees.
  - b. Consult with fellow school personnel and community resources, as appropriate, before making a referral to ensure a comprehensive understanding of the student's situation.
  - c. Collaborate with families, teachers, school leaders, other school staff, and education stakeholders to positively impact the success of students.
  - d. Discuss and provide documentation of progress toward school and student goals with school leaders, teachers, and students.
  - e. Establish partnerships with relevant agencies and post-secondary institutions.
  - f. Attend teacher collaboration meetings and provide school counseling information (e.g., attendance records, discipline records, achievement data) during teacher collaboration.
8. Collaborate with the School Principal and colleagues to generate the master schedule annually.
9. 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.
10. Plan and oversee assigned events as required by School Principal, e.g., graduation ceremonies, ring ceremony.
11. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
  - a. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
  - b. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another to ensure behavioral success.
12. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
13. Attend before school/after-school events as scheduled, including but not limited to in-person faculty meetings six (6) times per school year, parent/family night events no more than four (4) times per school year, and after school athletic and special events duty as assigned not to exceed five (5) times per school year; not to exceed a total of fifteen events (15) per school year.

#### **PROFESSIONAL RESPONSIBILITIES:**

1. Maintain professional personal appearance and demonstrate respect for colleagues.
2. Attend work regularly; report to work on time; and provide advance notice of need for absence.
3. Complete work efficiently and accurately (with few/no errors) within deadlines without supervision.
4. Perform job responsibilities consistently, use time wisely, plan properly, take care of materials and equipment.
5. Maintain confidentiality and demonstrate trustworthiness; exercise good judgment.
6. Support, implement, assist with, and/or ensure application of district initiatives and other programs or directives of the Superintendent and Board.
7. Keep direct supervisor informed of the progress being made in area(s) of responsibility.
8. Report to the Jefferson Davis Parish School Board as needed or directed.
9. Keep abreast professionally by attending local, regional, state, or national meetings and/or staff development that address area(s) of responsibility as directed by supervisor.
10. Complete and submit all forms, reports, documentation, and trainings by required dates and in accordance with district policies and procedures.
11. Remain open to suggestions and innovative ideas; receive and apply feedback.
12. Demonstrate competence in areas of responsibility.
13. Exert every effort to constructively involve stakeholders in all professional settings.
14. Communicate appropriately and work effectively with all populations.
15. Exhibit desirable qualities such as commitment to job responsibilities, enthusiasm, cooperation, sense of humor, creativity, tact, positive attitude/work ethic, dependability, punctuality, self-discipline/control, poise, voice control, effective nonverbal communication, a professional appearance, initiative, and a genuine concern and interest for others.
16. Follow the specific requirements established by the School Board (LEA), State Department of Education (SDE), the State Board of Elementary and Secondary Education (BESE), and/or Federal regulations and guidelines established by each.
17. Model ethical behavior at schools and in the community.
18. Support the policies of the Jefferson Davis Parish School Board and the procedures of the school/system.
19. Follow the appropriate chain of command when communicating concerns.
20. Use appropriate language that is void of vulgarity, lewdness, coarseness, or profanity.
21. Adhere to the Responsibility Contract for Acceptable Use of Telecommunication Services.
22. Perform any duty, not specifically assigned, as deemed necessary by the assigning authority in order to maintain continuity where needed.



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

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

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

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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9. Approve the following Music Teacher (Federally Funded) job description:



**Jefferson Davis Parish Schools**  
**Job Description**  
**Revised 2025**

**TITLE: Music Teacher (Federally Funded)**

**QUALIFICATIONS:** College degree, valid Louisiana Teaching Certificate in the assigned area of Music Education pursuant to BESE *Bulletin 746*

**REPORTS TO:** School Principal

**JOB GOAL:** To lead and inspire students to appreciate and develop musical skills through high-quality instruction and performance opportunities.

**TERMS OF EMPLOYMENT:** 9 Month - the number of days 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. Fulfill all duties traditionally expected of those in the teaching profession.
2. Design, plan and deliver student-centered music instruction to all students effectively as measured by the educator evaluation system in accordance with federal and state regulations and the district’s Personnel Evaluation Plan.
3. Assume responsibility for growth in student musical learning and performance skills.
  - a. Ensure that student growth is continuous and appropriate for assigned students.
  - b. Develop and meet two yearly student learning targets which positively affect student achievement
4. Plan and prepare in advance for teaching music classes and students assigned. Provide written evidence of preparation upon request.
  - a. Establish music learning objectives consistent with standards and student needs.
  - b. Plan for and utilize instructional methods, resources and evaluation techniques which motivate and enable each student to achieve musical learning objectives.
  - c. Create and maintain a classroom environment conducive to music learning and student participation

and also one that enables each student to achieve learning objectives in the least restrictive environment.

- d. Establish, post, and enforce rules and expectations for student behavior and participation in music.
  - e. Implement district-adopted music curriculum with fidelity.
  - f. Provide opportunities for students' involvement and engagement in music theory, performance, appreciation, and creative expression.
  - g. Use all available resources including differentiated instruction to support diverse learning needs in music education.
  - h. Plan and provide regular assessments aligned with music content and provide feedback to promote student learning.
  - i. Understand individualized plans for assigned students with behavior, health, and learning needs and ensure accommodations and modifications are in place in the classroom.
5. Identify student needs and cooperate with other professional staff members in assessing students and developing plans to address health, behavioral and learning problems.
  6. Provide accommodations/ modifications and/or interventions for at-risk/remedial students, and/or sub groups as appropriate.
  7. Exert every effort to provide clear and timely information at regular intervals to parents, caregivers, and colleagues regarding classroom expectations, student progress, student conduct, and ways they can assist student learning and behavior. Be available for parent-teacher conferences.
  8. Assist school administration in implementing all policies and rules governing student conduct and effective school operation.
  9. Monitor student conduct throughout the school building and grounds and enforce all policies and rules governing student conduct.
  10. Assist administrators and other staff members in the orderly, expedient and safe transition of students from one location to another.
  11. Take all necessary and reasonable precautions to protect students, equipment, books, materials, and facilities.
  12. Perform various administrative duties such as taking attendance, organizing the classroom, and responding to emails and phone calls from parents, school administrators, and staff in a timely manner.
  13. Maintain a physical classroom environment that is organized to promote learning for all students, with supplies, equipment, and resources accessible to provide learning opportunities.
  14. Maintain effective, efficient, and timely record-keeping procedures, including but not limited to lesson plans, student attendance, student grades, physical inventory management, classroom schedules, student assessment data, and students' written work.
  15. Supply adequate lesson plans, seating charts, class rosters, and other essential information for substitutes in the event of absence from work.
  16. Collaborate with peers to enhance the instructional environment for students by participating in activities which may include, but are not limited to, team teaching, team planning, teacher collaborative meetings, grade-level meetings, staff development, and various committees.
  17. Serve on special committees (e.g., IEP, 504, Student Well-Being, SBLC, Pupil Progression/IAIP, Crisis, Dyslexia) as assigned by the School Principal or district administration and perform related work as required.
  18. Provide leadership, supervision, and support for students' extracurricular activities in assigned student organization or club including but not limited to:
    - a. Attend all events which students attend as an official club function, including but not limited to local, regional, state, and national conferences and competitions.
    - b. Ensure plans for all club functions conform to school and district policy.
    - c. Enforce the applicable student dress code at all official club functions.
    - d. Safeguard and accurately account for all monies advanced by or received from students, parents, the school, or other persons, including vendors and donors, in accordance with the rules of his/her school and the policies of the Board.
    - e. Properly document and maintain receipts evidencing all monies collected and/or spent in accordance with the rules of his/her school and the Board.
    - f. Be present and on time for all official club functions and transportation to and from events as assigned by the School Principal.
    - g. Comply with all state and national governing board rules, where applicable.
    - h. Maintain and care for music equipment, instruments and classroom materials.
    - i. Supervise and manage music-related extracurricular activities such as concerts, ensembles, or clubs.
  19. 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.
  20. 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.
- 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.

*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

10. Approve the following non-faculty coaches for 2025-2026 upon completion of LHSA coaching course certification and Board policy requirements.

- 1. Seth Archie, EHS football.
- 2. Summer Ceasar, EHS basketball.
- 3. Gavyn Chevallier, EHS softball.
- 4. Leigh Ann Bruchhaus, EHS track.
- 5. Neal Lege, EHS football.

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

- 1. Summer Meal Program - Meals boxes will be distributed every Monday beginning June 2 - July 21, 2025 from 7:00 am until 12:00 pm at the following sites: Elton High, Lake Arthur Elementary, Hathaway High, Jennings Elementary, Fenton Elementary, Lacassine High, and Welsh High (Elementary).
- 2. Condolences are extended to the families of:
  - 1. Theodora Cade, LAES Teacher, who retired in 1972, with 16.5 years of service.

**X. PERSONNEL CHANGES**

**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
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B. Motion to resume in regular session.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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**XIII. ADJOURN**

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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IN COMPLIANCE WITH STATE LAW, A COPY OF THIS AGENDA WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD ON MONDAY JUNE 16, 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.