

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
JUNE 17, 2021**

The Jefferson Davis Parish School Board met in Regular session at 203 E. Plaquemine Street, Jennings, LA 70546, on Thursday, June 17, 2021, at 6:00 p.m., with the following School Board members present: Vice-President, James Segura, Members, Phillip Arceneaux, Greg Bordelon, Jason Bouley, Charles Bruchhaus, Donald Dees, Doise Doise, Terry Leger, Denise Perry and Paul Trahan. Absent: David Capdeville, Malon Dobson and President, Jody Singletary.

**The Jefferson Davis Parish School Board welcomes public input as to all agenda items which it considers and understands the inconvenience which COVID-19 guidelines impose. In an effort to meet within the CDC recommendations and to comply with the Governor's orders (Modified Phase II), while at the same time providing the opportunity for public comment, the Board will adhere to the following procedures at its meetings:**

1. **Capacity limitations of 30 persons (First preference to Board Members and necessary staff) will be followed in the Board Room at its normal meeting place in Jennings, LA;**
2. **Public participants wishing to become an active part of the meeting agenda must request written permission (via email to [debbie.abshire@jdpsbk12.org](mailto:debbie.abshire@jdpsbk12.org)) no later than one day prior to the meeting date. Individual speakers are granted three minutes to speak when public comment is acknowledged.**
3. **Once public participants have submitted a written request to speak, they will receive the active participant link via email.**
4. **This is a live remote-access meeting for public participation. Video and audio will be recorded throughout the entirety of this meeting and will be archived.**
5. **As this is a live remote-access meeting, all active speakers are to adhere to professional meeting etiquette. Please refrain from using any profane language or making derogatory remarks aimed at any individual or group.**
6. **This meeting will be moderated for all active participants. Any active participant not adhering to the guidelines set forth in this document will be muted or removed from the meeting (depending on extent of violation).**
7. **Active participants are asked to mute their microphones when not speaking. Unmuted participants (not actively speaking or asked to speak) will be muted by the moderator.**
8. **During the meeting, questions can be submitted using the "Chat" feature (comment bubble icon). All questions submitted in the "Chat" feature will be visible to all participants and should adhere to the same guidelines as outlined in number 2 on this page.**
9. **This meeting will be live-streamed (view only) to the public for those requesting. The live-stream recording will be available after the meeting on the district website at [www.jeffersondavis.org](http://www.jeffersondavis.org).**

The meeting was called to order by Vice-President Segura.

Vice-President Segura certified the following:

- A. President or presiding officer certifies the following:
  - A. Governor has declared a State of Emergency (Modified Phase II)
  - B. Nature of Emergency could cause more than 30 persons present in the Boardroom to be detrimental to the health, safety and welfare of the Public in order to adhere to social distancing guidelines;
  - C. This is a live remote-access meeting for public participation. Video and audio will be recorded throughout the entirety of this meeting and will be archived.
  - D. This meeting will be live-streamed (view only) to the public. The live-stream link will be available on the district website at [www.jeffersondavis.org](http://www.jeffersondavis.org).

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The record will reflect that all requests for public viewing were sent links to the meeting.

An invocation by Mr. Dees, followed by the Pledge of Allegiance to the U.S. flag led by Mr. Bruchhaus.

Motion by Mr. Leger, seconded by Mr. Arceneaux and unanimously carried to approve the School Board minutes of the Regular Meeting on April 15, 2021.

Motion by Mr. Arceneaux, seconded by Mr. Bouley 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 and to add items not on the original agenda.

- 1. ADD ITEM #23 ON FINANCE - LEFT OFF FROM FINANCE COMMITTEE MEETING.**
- 2. ADD ITEM #1 UNDER ADDENDUM TO NEW BUSINESS JOB DESCRIPTION FOR JWES ADMINISTRATIVE ASSISTANT.**

Motion by Mr. Arceneaux, seconded by Mr. Doise and unanimously carried to move the request for parents to address the Board to the beginning of the meeting.

Motion by Mr. Arceneaux and seconded by Mr. Doise to bring this matter to the Policy Committee.

**DISCUSSION**

1. Request by Jessica Trahan to address the Board to discuss in favor of allowing students that have volunteered for the forces to wear that branches stole at their graduation ceremony.

**FINANCE COMMITTEE:**

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

Enter into a contract with the The Therapy Center Sports Medicine Contract at a cost of \$88,000.00 for the 2021-22 school year. Cost of services to be paid by the General Fund. Motion seconded by Mr. Bordelon and unanimously approved.

Grant permission to renew the annual contract of Forethought Consulting, Inc., for Policy Updating Service, (Computer Assisted Policy Service - CAPS) at a cost of \$5,400.00, to be paid from the School Board General Fund. (Increase of \$400.00 from last year). Motion seconded by Mr. Trahan and unanimously approved.

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Grant permission to FES to accept a \$500.00 donation from Dr. Joe Stark. Funds to be used towards supply kits for students. Motion seconded by Mr. Leger and unanimously approved.

Grant permission to renew the Frontline Education absence management system contract at a cost of \$31,796.08. To be paid from General Fund. Motion seconded by Mrs. Perry and unanimously approved.

Grant permission to WHS to accept the following donations:

1. Band program for purchase of supplies:
  - A. Timmy Duplechain \$50.00
  - B. Anonymous donation \$50.00
2. Welsh Cheer Program towards purchase of camp clothes, shoes, warmups and camp cost fees:
  - A. Welsh Varsity Cheer Parents Group \$8,555.00.

Motion seconded by Mr. Leger and unanimously approved.

Grant permission to EHS to accept the following donations:

1. New Orleans Saints \$1,000.00. To defray expenses for the football program.

Motion seconded by Mr. Bruchhaus and unanimously approved.

Grant permission to the Maintenance Department to purchase on state contract (#4400020723) from Economical Paper & Janitorial Supplies 384 cases (\$25.31 per case) of large 38" x 58" 2 MIL trash can liners and 400 cases (\$12.12 per case) of small 24" x 32" trash can liners for a total cost of \$14,567.04. Other quotes received from Veritiv Corporation (\$20,618.24). To be paid from General fund. Motion seconded by Mr. Trahan and unanimously approved.

Grant permission to LHS to accept the quote from David Duplichan, d/b/a Affordable Hardwood Custom Millworks, Cabinets, Renovations in the amount of \$11,415.00 to re-roof the Home Economics Cottage (Due to hurricane damage). Other quotes received from Morcore Roofing (\$11,600.00) and Ace Roofing, Inc. (\$14,200.00). To be paid from Natural Disaster Fund. Motion seconded by Mr. Leger and unanimously approved.

Grant permission to EHS to accept the quote from RDR Electrical Services, LLC, in the amount of \$20,100.00 for new underground service and feeders for Football field. Other quotes received from Marceaux's Electric, Inc. (\$21,000.00) and TriFox Electrical Contractors (\$21,835.00). To be paid from Maintenance #22. Motion seconded by Mr. Bruchhaus and unanimously approved.

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Seek permission to approve Bernhard to Scope the pipes, and culverts under the parking lot at Jennings High to determine if the failure of the existing yard drainage extends to the subsurface of the parking lot for a cost of \$12,425. Due to the size and length of the pipes, very specialized equipment and skill is necessary to complete this job. Roto Rooter of Jennings and Angie's of Lake Charles were unable to complete the job due to the totality of work and lack of appropriate equipment. To be paid from Ward 2 Maintenance. Motion seconded by Mr. Doise and unanimously approved.

Grant permission to FES to purchase a 54" Fastrak Kawasaki mower at a cost of \$5,749.17 from Thib's Outdoor Equipment & Trailers, LLC. Other quotes received from Kenjabruch (\$7,079.30) and Hornsby Lawn & Equipment (\$8,084.23). To be paid from District #5 Maintenance Contingency 20-21 budget. Motion seconded by Mr. Leger, opposed by Mr. Bruchhaus and unanimously approved.

Grant permission to Arlene Heinen, Textbook Supervisor, to purchase textbooks, workbooks, and materials at a cost of \$300,000 for the 2021-2022 school year. To be paid from General Fund. This price includes renewal of our contract to continue purchasing Tier I Math curricula for high school (Springboard) and for grades K-8 (Eureka). The materials purchased include consumable and digital access costing approximately \$112,000. In addition, renewal of the Tier I curriculum for ELA K-2 (Amplify CKLA) will include consumable workbooks at a cost of approximately \$50,000. Texts and materials to sustain the ELA 3-12 program will cost approximately \$40,000. PhD Science and *in Sync* are the Tier I Science curriculum and digital piece for grades 3-5 and will cost \$27,000. A new World Geography digital text will be purchased along with professional development at a cost of \$9,200. Motion seconded by Mrs. Perry and unanimously approved.

The remainder of the budget will include the renewal of a web-based keyboarding program for grades 3-12 (Edutyping), Dual Enrollment textbooks and digital online access for students, as well as costs for any Science grades 6-12, Career and Technical Education, and replacement texts for any other content areas. Additional funds will be used for any new instructional texts or added course texts for all other curriculum areas. Motion seconded by Mrs. Perry and unanimously approved.

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Grant permission to Laurie Duhon, Technology Supervisor, to approve the 2021-22 Technology Department Budget:



Jefferson Davis Parish Technology Center  
1828 S. Tibbouts Road  
Jennings, LA 70546

### TECHNOLOGY BUDGET FISCAL YEAR 2021-22

I. RECURRING COSTS		Changes in 2021
<b>A. Hardware Maintenance</b>		
1. Cost of repairs (Hardware & Chromebooks) - drastic increase	\$ 58,000.00	40,000.00
2. Cost of replacement monitors, printers, etc.	\$ 0.00	0.00
<b>Subtotal</b>	<b>\$ 58,000.00</b>	<b>40,000.00</b>
<b>B. Ed/Ser Software Support &amp; Maintenance</b>		
1. JCAMPLS - SS Management (per site)	20,800.00	50.00
2. AVE - Automated Verification System	14,427.00	-14.00
3. DMS - District Document Archiving w/ BIC Transmissions	6,710.00	-56.00
4. BACDUP - Backup and Restoration	3,800.00	0.00
5. JCAL Integrated and Automated Calling Support	11,991.00	493.00
6. IC Classroom - Classroom Management	6,900.00	0.00
7. JHealth - Health and Nursing Applications Support	3,800.00	0.00
8. JHE - Human Resources Applications and Support	6,400.00	0.00
9. State Reporting LA Ed Link Reporting	11,991.00	-115.60
10. JTEST - Standardized Test Tracking Management	3,800.00	0.00
11. JSLC/ST - Student Steering Committee Support	2,850.00	-28.00
12. JPC Student Progress Center	3,400.00	0.00
<b>Subtotal</b>	<b>\$7,380.00</b>	<b>798.40</b>
<b>C. Ed/Ser Discounted Charges</b>		
Category 1 (80% discount) Category 2 (80% discount)		
1. Internet Access (80% discount)	\$139.12	4,798.00
2. Internet Access (80% discount)	\$47,988.00	0.00
3. DMS 300 Hour (80% discount)	\$12,761.60	\$2,278.40
4. State Contract 2 (11-22 - 5 yr. Refresh) (85% discount)	\$670,710.00	\$6,324.25
<b>TOTAL</b>	<b>\$792,710.72</b>	<b>\$6,431.05</b>
<b>D. Microsoft Windows district license (yearly subscription)</b>		
1. Microsoft Office district license (through next year)	\$8,198.00	-0.00
2. Microsoft Office district license (through next year)	\$2,000.00	0.00
3. Office 365 Renewal Fees	\$18,075.00	0.00
4. Data France Renewal License	\$0.00	-3,913.23
<b>Subtotal</b>	<b>\$11,773.00</b>	<b>-3,913.23</b>
<b>E. Book Systems - Library checked &amp; inventory (Exploring options)</b>		
1. Accelerated Printer Support	\$7,500.00	-750.00
2. Technology Center/Classroom Subscriptions (PaaS) Management Software, Classroom, Edition	\$25,000.00	7,000.00
3. Newby - wireless & support for 80% laptops (to be renewed on 11/18/21) (11-19-21)	\$1,540.00	-6,294.80
4. Cabinet - Wireless loading	\$7,854.40	0.00
5. Workbook Online - Power Point + E-Books + Free Sd and Social St pack	\$7,050.40	0.00
6. Google Drive Filtering - Google or Surf	\$25,000.00	25,000.00
7. Funds for non-conference attendance	\$10,000.00	0.00
8. STEM (Science, Technology, Engineering, Math) Technology Kits (Subscriptions) (Merge)	\$ 0.00	0.00
9. Cloud Backup & Storage - Critical Servers	\$ 20,000.00	30,000.00
10. Google Enterprise for Education Annual Cost	\$ 11,800.00	12,880.00
11. Communications Division Hot Desk Data Cost	\$ 4,500.00	4,500.00
<b>Subtotal</b>	<b>\$ 181,284.40</b>	<b>23,675.20</b>
<b>TOTAL RECURRING COSTS</b>	<b>484,404.72</b>	
<b>II. New Acquisitions for 2021-22</b>		
A. Replacement Chromebooks 150	36,900.00	0.00
B. Other Devices 50	6,500.00	0.00
<b>TOTAL NEW ACQUISITIONS</b>	<b>\$ 43,400.00</b>	<b>0.00</b>
<b>TOTAL TECHNOLOGY BUDGET</b>	<b>488,404.72</b>	<b>131,881.20</b>

Motion seconded by Mr. Dees and unanimously approved.

Approve the following bids for Duplicator & Janitorial Paper Products from the 21-22 school year from sealed bids opened at 10 am, Friday, June 4, 2021, as recommended by the Director of Finance:

Copier/Duplicator Paper: Economical Janitorial & Paper Supplies, \$26.25 per case. No other bids received.

2-Ply Bathroom Tissue: Economical Janitorial & Paper Supplies, \$27.36 per case. Other bids received - K & J Janitorial Supplies, LLC - \$32.89 per case.

Non-Perforated Roll Towels: Economical Janitorial & Paper Supplies, \$14.04 per case. Other bids received - K & J Janitorial Supplies, LLC - \$16.02 per case. Motion seconded by Mr. Leger and unanimously approved.

Grant permission to the Child Nutrition program to accept the bids for Small Equipment for 2021-2022.

#### Lafayette Restaurant Supply:

- Bus Box Rolled Edges w/ Handles - \$4.62
- Sheet Pan/Bun Pan, Aluminum 18x26x1 - \$6.44
- Chopping Board - \$12.40
- Cobbler Pan - \$41.11
- Cup Sets ¼ cup - 1 cup - \$2.52
- Food Storage Container 18x29x9 - 12.5 Gallon - \$33.09
- Food Storage Container 18x26x6 8.5 Gallon - \$25.15
- Full Size Pan Rack, 1.5 Spacing - \$105.72
- Lid - Food Storage Container, 18x26x9, 12.5 Gallon - \$13.53
- Lid - Food Storage Container, 18x26x31, 5 Gallon - \$13.53
- Lid - Food Storage Container, 18x26x6, 8.5 Gallon - \$13.53
- Measuring Cup 4 Qt Dry - \$10.25
- Mop Bucket with Wringer - \$41.99
- Paring Knife Mini Super Parer - \$1.12
- Portion Scale/Digital - Pounds \$29.31
- Potato Masher Stainless Steel, Wooden Handle - \$3.12
- Sheet Pan/Bun Pan, Aluminum, 18x26x1 - \$6.44

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Spoodle 2oz Perforated - \$1.00  
Spoodle, 2oz Solid - \$1.00  
Spoodle, 4oz Solid - \$1.26  
Spoon Sets ¼ tsp - 1 tsp - \$0.57  
Squeegee, Neoprene, 22" - 10.31  
Thermometer Oven Hang or Stand - \$2.22  
Thermometer Refrigerator/Freezer Hand or Stand Rustproof - \$2.15  
Wet Floor Sign Folds 1" Flat, Two Sided - \$5.15  
Whisk/French Whip - SS 18" - \$3.44

Economical:

Can Opener, Manual - \$71.79  
Cook Fork 12 ¾ - \$1.55  
Cooking Spoon 15" - \$0.88  
Lid Pans Steam Table, Solid Med Wt, 12x20x4, Gauge 20 - \$9.96  
Dish Towels, Microfiber, 16x16 - \$6.50  
Disher Scoop Squeeze Type #16 - \$6.33  
Disher Scoop Squeeze Type #30 - \$ 6.93  
Disher Scoop Squeeze Type #8 - \$6.33  
Drain Stopper, Movable Post, 3.5" Drain Post/Basket - \$0.94  
Dust Pan, Plastic Lobby - \$5.65  
Food Storage Container 12x18x6 - 3 Gallon - \$13.50  
Food Storage Container 18x26x31 - 5 Gallon - \$19.87  
Heavy Vinyl Dishmachine Apron 39x44 - \$6.88  
Ice Machine Scoop - \$28.58  
Ingredient Storage Bin w/ Lid - \$170.09  
Knife Gloves - LG - \$7.08  
Knife Gloves - MD - \$6.66  
Knife Gloves - SM - \$6.14  
Knife Gloves - XL - \$7.44  
Knife Sharpener - 12" Blade Chef's Steel, Wood Handle - \$17.81  
Ladle 1-1.5oz Solid - \$0.92  
Ladle 2 oz Solid - \$0.96  
Ladle 4Foz Solid - \$1.40  
Ladle 8oz Solid - \$1.94  
Lid - Food Storage Container, 12x18x6, 3 Gallon - \$7.41  
Lid - Pans Steam Table, Solid Med Wt, 12x20x4, Gauge 20 - \$ 9.96  
Lid - SS Steam Table 4" Deep Hotel Pan - \$9.96  
Lid - Half size Standard - \$5.11  
Long Handle Brushes, Nylon Bristles (Gong) - \$3.99  
Measuring Cup 2 Cup Dry - \$2.53  
Measuring Cup 4 Qt, Grad Meas, Lippe, Clear - \$8.03  
Mesh Chicken Scoop 11x12x4,15" Handle - \$6.67  
Oven Mitts - \$2.31  
Pans Steam Table, Solid Med Wt, 12x20x4, Gauge 20 - \$17.03  
Pans Steam Table, Solid Med Wt, 12x20x6, Gauge 20 - \$22.79  
Pans Steam Table, Solid Med Wt, 12x20x2, Gauge 20 - \$13.11  
Plastic Paddle Scraper, Handle 40" - \$28.29  
Plate Tray Dishwasher Rack, 19-¾"x19 ¾ " - \$17.12  
Portion Scale - 32oz - \$35.16  
Portion Scale /Lbs - \$35.16  
Portion Scoop, Dishes Squeeze Type, #6 - \$5.72  
Pot Holder, Brown Terry Cloth, 8x8 Machine Washable - \$25.12/dozen  
Scraper Plastic 16" - \$1.40  
Sectionizer w/ Wedge Blade Cup and Plunger - \$315.42

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- Sifter, Lg - Flour - \$8.83
- Spaghetti Strainer, Long Handle 9". 3.5 Deep - \$7.28
- Spoon, Solid 21" - \$1.72
- Pans Steam Table, Solid Med Wt, 12x20x2, Gauge 20 - \$22.79
- Pans Steam Table, Solid Med Wt, 12c20x6, Gauge 20 - \$15.17
- Steel Brushes w/ Scraper - \$14.38/dz
- Strainer Spaghetti, Long Handle - \$19.55
- Thermometer Meat, 2" Dial 4.5 Steam 120F - 210F - \$2.61
- Thermometers Pocket Dial - \$3.96
- Timer, Clock 60 minutes - \$8.32
- Tongs, Kitchen Scalloped Edge Spring 9.5" - \$1.18
- Trash Can Dolly, 44/55 Gallon Can - \$18.80
- Trash Can, Lg - 55 Gallon - \$30,21

Motion seconded by Mr. Trahan and unanimously approved.

Accept the catalog bid of The Tree House, Inc. for the 21-22 JDPSB Parishwide Computer Printing Supplies bid, who offered discount percentages that resulted in the lowest net cost of \$1,246.54 based on a sample of top purchased items from the 20-21 year, as recommended by the Director of Finance. Other bids received from Office Pal (\$1,544.66), Quill.com (\$1,492.49), Staples (\$1,311.99) and CSS (\$1,449.22). Sealed bids were opened on Wednesday, June 9, 2021 @ 10:00 a.m. Motion seconded by Mrs. Perry and unanimously approved.

Grant permission to renew the annual contract of PSST, Inc., for Payroll and Time Service crossover from Frontline to Munis, at a cost of \$7,442.00, to be paid from the School Board General Fund. (Increase of \$146.06 from last year). Motion seconded by Mr. Leger and unanimously approved.

Accept the proposal from Mike Gillespie, CPA, APAC for the Financial Audit Services contract for the external audits and all related services for the four-year period beginning with the 21-22 audit and ending with the 23-24 audit as requested by the Director of Finance. The proposal cost are as follows:

	<u>Audit Engagement</u>	<u>Statewide Agreed Upon Procedures</u>
FYE 6/30/21	\$48,500	N/A
FYE 6/30/22	\$49,975	\$5,150
FYE 6/30/23	\$51,450	\$5,300
FYE 6/30/24	\$53,500	\$5,700

No other offer was received. Requests were made of the three CPA's approved by the LLA within the parish to perform Governmental Audits. Sealed quotes to the Audit Services contract were received on Wednesday, June 9, 2021 @ 11:00 a.m. The amount for the 20-21 year was \$43,305. Motion seconded by Mr. Bordelon and unanimously approved.

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Grant permission to LHS to accept a donation from Lacassine Little Dribblers of a new scoreboard for the old gym. The scoreboard is 8 x 5 and comes with a wireless controller and a wireless receiver. Value of the donation is \$3,685.49. Motion seconded by Mr. Leger and unanimously approved.

Grant permission to JHS Softball to accept a \$800.00 donation from the Softball Booster Club. Funds to help defray program costs.

Grant permission to LAHS to accept the following donations from the Lake Arthur Varsity Club:

- A. Softball
  - \$1,459.57 to cover the cost of base covers for the softball field
  - \$3,325.00 to purchase equipment
- B. Baseball
  - \$3,325.00 to purchase equipment
  - \$1,180.00 to purchase equipment

Motion seconded by Mrs. Perry and unanimously approved.

Laurie Duhon, Technology Supervisor, requests permission to enter into a two-year contract with ESET for Endpoint Anti-Virus protection. ESET is our current provider; cost per device (2,500 devices) for a one-year contract is \$4.89 per device (\$12,225.00), and cost per device for a two-year contract is \$8.74 per device (\$21,850.00). Other quotes were received from Faronics - \$19.00 per device for a one-year contract (\$47,500.00), Malwarebytes - \$6.05 per device for a one-year contract (\$15,133.23), and VIPRE - \$12.50 per device for a one-year contract (\$31,250.00). Motion seconded by Mr. Bordelon and unanimously approved.

Grant permission to hire an additional Technology Technical Specialist effective ASAP, due to growth of technology needs. Motion seconded by Mr. and unanimously approved. Motion seconded by Mr. Dees and unanimously approved.

Grant permission to hire an additional Technology Technical Specialist effective ASAP, due to growth of technology needs. Motion seconded by Mr. Doise and unanimously approved.



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Motion by Mr. Bouley and seconded by Mr. Bruchhaus and unanimously carried to correct the clerical error in the Schedule of Indexes for Instructional Administrators adopted on May 6, 2021 to correct the Assistant Superintendent index from 1.80 to 1.70.

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SCHEDULE OF SALARIES FOR INSTRUCTIONAL ADMINISTRATORS  
SCHEDULE FOR THE 2021-2022 FISCAL YEAR

Note: All indexes are based on the Wide-Mouth Teachers Salary Formula.

**Principal**  
Full Appointment (Start on February 01st of Year)

Year	2020	2021	2022	2023	2024	2025
Principal	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Principal	0.80	0.80	0.80	0.80	0.80	0.80
Instructional Coordinator	0.60	0.60	0.60	0.60	0.60	0.60
Curriculum Specialist	0.40	0.40	0.40	0.40	0.40	0.40
Instructional Technology Specialist	0.30	0.30	0.30	0.30	0.30	0.30
Instructional Support Specialist	0.20	0.20	0.20	0.20	0.20	0.20

**High School Principals Report**  
(High School Principals Report) (Schedule, Indexes, and Benefits/Details)

**High School Principals Report**  
(High School Principals Report) (Schedule, Indexes, and Benefits/Details)

**Assistant Principals**  
Full Appointment (Start on February 01st of Year)

Year	2020	2021	2022	2023	2024	2025
Assistant Principal	0.80	0.80	0.80	0.80	0.80	0.80
Instructional Coordinator	0.60	0.60	0.60	0.60	0.60	0.60
Curriculum Specialist	0.40	0.40	0.40	0.40	0.40	0.40
Instructional Technology Specialist	0.30	0.30	0.30	0.30	0.30	0.30
Instructional Support Specialist	0.20	0.20	0.20	0.20	0.20	0.20

**Assistant Principals Report**  
(High School Principals Report) (Schedule, Indexes, and Benefits/Details)

**Other Instructional Administrators**

Year	2020	2021	2022	2023	2024	2025
Supervisor	1.20	1.20	1.20	1.20	1.20	1.20
Assistant Superintendent	1.70	1.70	1.70	1.70	1.70	1.70
Director	1.50	1.50	1.50	1.50	1.50	1.50
Coordinator	1.40	1.40	1.40	1.40	1.40	1.40
Specialist	1.30	1.30	1.30	1.30	1.30	1.30
Staff	1.20	1.20	1.20	1.20	1.20	1.20

**INSURANCE COMMITTEE:**

The following recommendations were made by Mr. David Doise, Insurance Committee Chairman, that the School Board accept the following recommendations made from sealed quotes received on June 4, 2021 for the 2021-2022 Fiscal year and shall remain in effect for the 22-23 Fiscal year as long as the premium was not more than a 5% unless substantiated by claims:

- A. Accept the quote provided by Jeff Davis Insurance Agency for Property Insurance through AMRISC in the amount of \$789,808.84, which is a \$205,439.06 increase in premium from last year. AMRISC did provide other options to consider with variables in the percentage deductible on buildings damaged by hurricanes, named storms, and wind-driven rain per location. The administration is recommending the quote above that includes a 2% Hurricane deductible per occurrence per bldg. value, a \$100,000 deductible for all other wind events up to a maximum of \$3,454,507 per occurrence with a trailing deductible of \$100,000 if another named storm occurs. Daly Williams Agency, Inc. and Arthur J Gallagher were unable to present offers and did provide such information in writing for our review. No other quotes were provided. Motion seconded by Mr. Leger and unanimously approved.
- B. Accept the renewal quotes from Progressive for Flood Insurance on the Lake Arthur Elementary campus buildings in the amount of \$14,284, which is an increase of \$1,380 from the total paid last year. Motion seconded by Mrs. Perry and unanimously approved.
- C. Accept the quote provided by Arthur J. Gallagher (AJG) for a package quote for General Liability, Errors & Omissions, and Auto/Fleet Insurance through Hudson Specialty/Euclid Insurance for a total premium cost of \$142,456.25, with Terrorism coverage rejected, which is \$5,207.60 more than last year's premium. Motion seconded by Mr. Arceneaux and unanimously approved.

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- D. Accept the quote provided by AJG for Crime & Forgery Insurance through Great American Insurance in the amount of \$2,620, which is \$216 more than last year's premium. Motion seconded by Mr. Dees and unanimously approved.
- E. Accept the quote provided by AJG for Boiler & Machinery Breakdown Insurance from XL Insurance in the amount of \$6,464, which is \$837 more than last year's premium. Motion seconded by Mr. Leger and unanimously approved.
- F. Accept the quote of LWCC for Workers Compensation Insurance in the amount of \$371,327, which is a increase in premium of \$6,626 from the previous year. Our claims experience has declined in the last couple of years due to some expensive claims. Note: The quoted premium does not include a premium divided rebate which has averaged approximately \$135,000 over the last three years. The policy will still be serviced by AJG for a negotiated fee of \$5,000 per Year. Motion seconded by Mr. Bouley and unanimously approved.
- G. Accept the quote provided by AJG for Cyber Liability Insurance from Lloyds CFC Insurance in the amount of \$16,085.00 (with a \$15,000.00 retention), which is an increase of \$4,603.92 from last year's premium. Other quote received from Daly Williams \$14,959.01 (with a \$25,000.00 retention). Motion seconded by Mr. Bruchhaus and unanimously approved.
- H. Accept the quote provided by AJG for CVAC Comprehensive Violent Assailant Coverage Insurance from Lloyds Insurance in the amount of \$9,174.38, which is the same as last year's premium. Motion seconded by Mr. Bordelon and unanimously approved.

**Note: Terrorism coverage is being rejected on all above quotes.**

The following committees had no reports to present:

**Building & Grounds- Terry Leger, Chairman**

**Policy - Phillip Arceneaux, Chairman**

**Transportation - Greg Bordelon, Chairman**

**16th Section - Charles Bruchhaus, Chairman**

**Ward II (Ad Hoc) - Donald Dees, Chairman**

**Legislative Liaison - Donald Dees, Chairman**

**Food Service - Malon Dobson, Chairman**

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

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
JUNE 17, 2021**

**NEW BUSINESS:**

Motion by Mr. Arceneaux, seconded by Mr. Bordelon to grant permission to seek Statements of Qualifications from Architectural firms interested in providing complete Architectural Design Services related to FEMA repairs/replacement of buildings damaged from Hurricanes Laura/Delta. Roofs/building repairs must be overseen to insure code uniformity to be eligible for FEMA reimbursement. Statements of Qualifications must also be obtained post storm if none existed prior to storm.

Motion by Mr. Bruchhaus and seconded by Mr. Doise and unanimously carried to amend as follows:

Permission to seek Statements of Qualifications from highly qualified Project Manager interested in providing complete services for various roofing projects and associated wide range of repairs related to Hurricane Laura and Hurricane Delta recovery. These services are to assist our District with FEMA reimbursements. Statements of Qualifications and the selection of an Project Manager for the purpose of managing, repairing and replacement of storm damage past or future declared events.

Original motion unanimously carried as amended.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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Motion by Mr. Bordelon and seconded by Mr. Doise and unanimously approved to grant permission for the following Out-of-state travel:

1. LAHS Varsity Cheer students and sponsor to travel to Destin, FL from 06/14/ to 06/18/19 to attend SCA Cheer camp. At no expense to the Board.
2. EHS FFA Teacher, Lana Myers to travel to Costa Rica from 07/10/21 to 07/16/21 to attend as a Louisiana Agritech Ambassador /Team Professional Development. At no expense to the Board.
3. LAHS football coach, Cason Robinson to travel to San Angelo, TX from June 16 to 20, 2021 to attend the Angelo Football Coaching clinic.

Motion by Mr. Leger and seconded by Mr. Dees and unanimously approved to name The Jennings Daily News as the Official Legal Journal for 2021-2022. (Single source provider for parish)

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
**JUNE 17, 2021**

Motion by Mr. Doise and seconded by Mr. Leger and unanimously approved to approve the following Jefferson Davis Parish Performance Contracts to be renewed in July 2021 for 2 year period ending June 30, 2023:

NAME	POSITION
John Hall	Asst Superintendent
Linda Fonger	Supervisor of Sp Ed/PAS
Wilbert Gilbeaux	Supervisor of CWA, Transportation
Rory Myers	Supervisor of Curriculum, Textbooks, Librarians, Testing
Ben Oustalet	Supervisor of Curriculum
Virginia Sherrill	Supervisor of Curriculum
Christina Fontenot	Coordinator of Federal Programs
	<b>PRINCIPALS</b>
David Reed	Lacassine High
Amanda Fontenot	Lake Arthur High
Selena Gomes	Jennings High
Brant Smith	Welsh High
David Harper	Jennings Elementary
Cassidy Juneau	Hathaway High
Sean Richard	Elton High
Michael Fontenot	Welsh Roanoke Jr. High
Frances Leblanc	Fenton Elementary
Marua Guillory	Lake Arthur Elementary
	<b>ASSISTANT PRINCIPALS</b>
Amy Gobert	Elton High
Stacey Dickens	Jennings Elementary School
Tisha Whittington	Jennings High
Martha Phelps	Jennings Elementary
Chris Humble	Welsh-Roanoke Jr High
Erica Arabie	James Ward Elementary
Mark Deshotel	Welsh High
	<b>OTHER CONTRACTS</b>

Amber Hymel	Tax Collector/Auditor
Carolyn Davis	Sales Tax Auditor
Lynzie Boudreaux	SIS/JPams System/Administrative Assistant
Donna Babineaux	Special Ed Facilitator
	<b>VOCATIONAL/COUNSELORS/ BAND/ADMINISTRATIVE ASSISTANTS</b>
Brooke Morris	JES Counselor
Evette Broussard	GAP Counselor
Cathy Smith	JHS Counselor
Abigail Crochet	LHS Counselor
Stephanie Reed	LAE Counselor
Cecilia Jernigan	LAHS Counselor
Tanya Smart	WHS Counselor
Sharon Jackson	JHS Counselor
April Dronet	LHS Counselor
Lisa Juneau	Administrative Assistant
Rachelle Haydel	Social Worker
Aaron Brown	Educational Diagnostician
Cheryl Fawcett	Educational Diagnostician
Erin Angelo	Educational Diagnostician
Kevin Keeler	WHS/WAR Band
Rachelle Edwards	LAHS Band
Michael Ortego	School Psychologist
Julie Pickle	School Psychologist
Robert Price	AgScience
Jesse Thibodeaux	AgScience
Misty Thibodeaux	AgScience
Aaron Beaubouef	AgScience
Wade Marcantel	Alternative Programs Administrator

Elem/middle school counselors - 9.5 months

High School Counselors, Migrant Recruiter, and Assistant Principals - 10 months

Principals and Band - 11 months

Central Office, Food Service, PAS, Tech Center, AgScience, Ed. Media Center  
and one speech - 12 months

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
JUNE 17, 2021**

Motion by Mr. Bouley and seconded by Mr. Leger and unanimously carried to approve the following non-faculty coach upon completion of LHSAA coaching course certification and Board policy requirements.

1. Hayden Freeland, WHS Football.

Motion by Mr. Bordelon and seconded by Mr. Doise and unanimously carried to approve the following new Instructional Personnel Job Description for WEIC Administrative Assistant/ SEL (Social, Emotional Learning) Instructor effective July 1, 2021:

**ADMINISTRATIVE ASSISTANT  
JOB DESCRIPTION**

**Title:** West End Instructional Center Administrative Assistant/ SEL Instructor

**Qualifications:** Refer to State Department Bulletin 746 Parish Policy Manual  
Such additional qualification as the Board may consider appropriate and acceptable.

**Reports to:** Administrator of Alternative Programs

**Personnel Evaluation Responsibility:** Professional school staff and non-professional school and non-professional school staff.

**Supervised:** All assigned professional and non-professional school staff.

**Job Goal:** Assist the Administrator in the administration and supervision of the total school program, vision, and goals.

**Performance Responsibilities:**

The duties and responsibilities of the administrative assistant vary from school to school in the parish due to the size of the school and other factors. Some administrative assistants are full-time, while others may have teaching responsibilities.

**I. Domain I: SCHOOL VISION**

Component A: Sets ambitious, data-driven goals and a vision for achievement; Invests teachers, leaders, and other stakeholders in that vision.

**II. Domain II: SCHOOL CULTURE**

Component A: Facilitates collaboration between teams of teachers

Component B: Provides opportunities for professional growth and develops a Pipeline of teacher leaders.

Component C: Creates and upholds systems which lead to a safe and orderly School environment.

**III Domain III: INSTRUCTION**

Component A: Observes teachers and provides feedback on instruction regularly.

Component B: Ensures teachers set clear, measurable objectives aligned to the Louisiana core standards.

Component C: Ensures teachers use assessments reflective of Louisiana Core rigor.

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
**JUNE 17, 2021**

Component D: Responsible for the coordination and implementation of the Tier 1 Social Emotional Learning (SEL) program at WEIC. Will directly instruct the Tier 2 and Tier 3 students in SEL.

Component: When substitute teachers are not available, will fill in for that teachers Instructional duties.

**IV. Specific Duties and Responsibilities**

- a. Acts as assistant to the Administrator.
- b. Assists the Administrator in the administration of the school.
- c. Serves as Administrator in the absence of the Administrator.
- d. Responds to special request.
- e. Performs those duties assigned to him by the Administrator in relation to the eight administrative areas for which the Administrator of the assigned school is responsible.

**V. Assist with the following:**

- a. Implementation of all SEL activities
- b. Implementation of Positive Behavior and Support Program
- c. Implementation of Restorative Practices
- d. Implementation of Trauma Informed Practices

**VI. Planning, Coordinating, Implementing, Evaluation Programs**

- a. Plans and conducts procedures for the opening of school.
- b. Prepares and submits the master schedule, teachers class assignments and extracurricular work.
- c. Plans and conducts faculty meetings.
- d. Participates in parish administrative meetings when applicable.
- e. Plans the procedure of evaluating and reporting students' achievements.
- f. Plans, formulates, and revises local school policies.
- g. Assist in coordinating Child Welfare services with the Jefferson Davis Parish school Board central office.
- h. Assists in coordinating textbooks requests with the Jefferson Davis Parish School Board central office.
- i. Plans and delegates the supervision of extracurricular programs and activities.
- j. Responds to special requests.
- k. Plans student registration, orientation, and scheduling.
- l. Plans the implementation of standardized testing programs.
- m. Assists in coordination special education services with the Jefferson Davis School Board central office.
- n. Plans and coordinated emergency procedures.
- o. Plans and coordinates procedures for the closing of school.
- p. Coordinates activities of the Southern Association of Schools and Colleges where applicable.
- q. Develops school handbooks.

**VII. Supervision and Evaluation of Personnel**

- a. Interviews and develops a list of substitute teachers.
- b. Maintains communication lines with staff.
- c. Assist Administrator in interviews and recommends prospective professional and non-professional employees.
- d. Processes staff dismissals.
- e. Report absences of school employees.

**VIII. School and Community Relations**

- a. Advises and cooperates with parent-teacher organizations.
- b. Coordinates parent-teacher conferences.
- c. Maintains lines of communication with the public

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
JUNE 17, 2021**

- d. Holds administration-parent conferences
- e. Establishes and coordinates parental involvement programs.

**IX. In-Service**

- a. Orients new personnel.
- b. Plans and conducts school in-service activities.

**X. Research**

- a. Conducts enrollment projections.
- b. Conducts study for plant construction.
- c. Monitors student progress through test results.

**XI. Instructional Support Services**

- a. Obtains substitute personnel.
- b. Requisitions supplies and equipment.
- c. Provides for maintenance of buildings, grounds, and equipment.
- d. Keeps an inventory of equipment, materials, and supplies.
- e. Coordinates the utilization of physical facilities by school personnel
- f. Coordinates the utilization of physical facilities by community organizations.
- g. Reports student attendance.
- h. Reports student suspensions and expulsions.
- i. Monitors food services program.
- j. Monitors student transportation services.
- k. Reports student census data
- l. Prepares and submits session report.
- m. Prepares and submits annual report.
- n. Supervises student insurance.

**XII. Professional Growth**

- a. Participates in out-of-school meetings of professional organizations.
- b. Reads professional materials and shares findings with teachers.
- c. Prepares a long term (3 years or less) Professional Growth Plan.

**XII. Pupil Contact**

- a. Maintains student behavioral support, discipline, and control.
- b. Disseminates school policies and make announcements to students.
- c. Supervised the election and selection of student officers.
- d. Provides student services through the guidance and counseling department.

**XIV. Self Evaluation**

- a. Annually prepares a Self-Evaluation Report which will be submitted as part of the overall evaluation process.

**Terms of employment:** One hundred eighty-two days (or days approved by the State Legislature). Salary established by the Jefferson Davis Parish School Board.

**Evaluation:** Performance of this job will be evaluated in accordance with Provisions of the Board's policy on Evaluation of Professional Personnel.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_ **Date** \_\_\_\_\_



**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
**JUNE 17, 2021**

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
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Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

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Reviewed and  
Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Motion by Mr. Arceneaux and seconded by Mrs. Perry and unanimously carried to approve the following new Instructional Personnel Job Description for Administrative Assistant Instructor effective July 1, 2021:

**ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**Title:** Administrative Assistant  
**Qualifications:** Certified to serve as Principal according to Louisiana Department of Education Bulletin 746.  
**Reports to:** Principal  
**Personnel Evaluation**  
**Responsibility:** Professional school staff and non-professional school staff.  
**Supervise:** All assigned professional and non-professional school staff.  
**Job Goal:** Assist the principal in the administration and supervision of the total school program, vision and goals and conducts all professional duties as assigned by the school principal.

**Performance Responsibilities:**

The duties and responsibilities of the administrative assistant vary from school to school in the parish due to the size of the school and other factors. Some administrative assistants are full-time, while others may have teaching responsibilities.

**I. Domain I: SCHOOL VISION**

Component A: Sets ambitious, data-driven goals and a vision for achievement, invests teachers, leaders and other stakeholders in that vision.

**II. Domain II: SCHOOL CULTURE**

Component A: Facilitates collaboration between teams of teachers

Component B: Provides opportunities for professional growth and develops a pipeline of teacher leaders

Component C: Creates and upholds systems which lead to a safe and orderly school environment.

**III. Domain III: INSTRUCTION**

Component A: Observes teachers and provides feedback on instruction regularly.

Component B: Ensures teachers set clear, measurable objectives aligned to the Louisiana core standards.

Component C: Ensures teachers use assessments reflective of Louisiana Core rigor.

**IV. Specific Duties and Responsibilities**

a. Acts as assistant to the principal.

b. Serves as principal in the absence of the principal.

c. Responds to special request.

**ASSISTS WITH THE FOLLOWING:**

**V. Planning, Coordinating, Implementing, Evaluating Programs**

a. Plans and conducts procedures for the opening of school.

b. Prepares and submits the master schedule, teacher class assignments, and extracurricular work.

c. Plans and conducts faculty meetings.

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
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- d. Participates in parish administrative meetings.
  - e. Plans the procedure of evaluating and reporting students' achievements.
  - f. Supervise the athletic programs where applicable.
  - g. Plans, formulates, and revises local school policies.
  - h. Assist in coordinating Child Welfare services with the Jefferson Davis Parish School Board central office.
  - i. Assists in coordinating textbook requests with the Jefferson Davis Parish School Board central office.
  - j. Plans and delegates the supervision of extracurricular programs and activities.
  - k. Responds to special requests.
  - l. Assist in planning and coordinating school related activities where applicable.
  - m. Plans student registration, orientation, and scheduling.
  - n. Plans the implementation of standardized testing programs.
  - o. Assists in coordinating special education services with the Jefferson Davis Parish School Board central office.
  - p. Plans and coordinates emergency procedures.
  - q. Plans and coordinates procedures for the closing of school.
  - r. Develops school handbooks.
- VI. Supervision and Evaluation of Personnel**
- a. Evaluates all professional and non-professional school staff.
  - b. Interviews and develops a list of substitute teachers.
  - c. Maintains communication lines with staff.
  - d. Interviews and recommends prospective professional and non-professional employees.
  - e. Processes staff dismissals.
  - f. Report absences of school employees.
- VII. School and Community Relations**
- a. Advises and cooperates with parent-teacher organizations.
  - b. Coordinates parent-teacher conferences.
  - c. Maintains lines of communication with the public.
  - d. Holds administrative assistant-parent conferences.
  - e. Establishes and coordinates parental involvement programs.
- VIII. In-Service**
- a. Orients new personnel.
  - b. Plans and conducts school in-service activities.
- IX. Research**
- a. Conducts enrollment projections.
  - b. Conducts study for plant construction.
  - c. Monitors student progress through test results.
- X. Instructional Support Services**
- a. Obtains substitute personnel.
  - b. Requisitions supplies and equipment.
  - c. Manages and accounts for school funds.
  - d. Provides for maintenance of buildings, grounds, and equipment.
  - e. Keeps an inventory of equipment, materials, and supplies.
  - f. Coordinates the utilization of physical facilities by school personnel.
  - g. Coordinates the utilization of physical facilities by community organizations.
  - h. Reports student attendance.
  - i. Reports student suspensions and expulsions.
  - j. Monitors food services program.
  - k. Monitors library services.
  - l. Monitors student transportation services.

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
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- m. Reports student census data.
- n. Supervises student insurance.

**XI. Professional Growth**

- a. Participates in out-of-school meetings of professional organizations.
- b. Reads professional materials and shares findings with teachers.
- c. Prepares a long term (3 years or less) Professional Growth Plan.

**XII. Pupil Contact**

- a. Maintains student discipline and control.
- b. Disseminates school policies and make announcements to students.
- c. Supervised the election and selection of student officers.
- d. Provides student services through the guidance and counseling department.

**XIII. Self Evaluation**

- a. Annually prepares a Self-Evaluation Report which will be submitted as part of the overall evaluation process.

**Terms of**

**Employment:** One hundred eighty-two days (or days approved by the State Legislature).  
Salary established by the Jefferson Davis Parish School Board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
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Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Motion by Mr. Trahan and seconded by Mr. Bouley and unanimously carried to approve the following new Instructional Personnel Job Description for Instructional Coach effective July 1, 2021:

**Instructional Coach Job Description**

**POSITION:** Instructional Coach

**QUALIFICATIONS:** Valid Louisiana Teacher's Certificate

**EVALUATED BY:** Curriculum Supervisor

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
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**RESPONSIBILITIES:** Instructional coaching is a professional development delivery model that has been shown to improve instruction. In this model, professional development begins with training that focuses on theory and instructional practice. Instructional coaches extend this training by helping classroom teachers to recognize their instructional knowledge and strengths and by providing on-site support and guidance for learning new knowledge and instructional practices. Instructional coaches work collaboratively with teachers to set professional goals for developing, extending, and improving effective research-based instructional skills, strategies, and practices.

**POSITION RESPONSIBILITIES:**

**In the area of Planning and Management:**

1. Assists the curriculum supervisors in implementing all policies and/or rules governing student learning and conduct. Establishes expectation for teacher/learner behavior and uses monitoring techniques to facilitate learning.
2. Follows a time and/or duty schedule authorized by the curriculum supervisors for the school day and extracurricular activities.
3. Notifies the curriculum supervisor in case of absence; notifies the curriculum supervisors in advance of plans to return to school.
4. Remains at school during the school day unless permission is obtained from the curriculum supervisor to leave for emergency and/or professional meetings. While at school, never leaves assigned students unsupervised.
5. Takes all necessary and reasonable precautions to protect students, equipment, materials and facilities.
6. Develops a realistic Professional Growth Plan for self, based on a clear perception of his/her limitations and capabilities and the reality of his/her situation.
7. Exhibits professional and ethical behavior toward fellow teachers and co-workers and administrators.
8. Follows appropriate chain of command when communicating concerns.
9. Keeps in confidence information that has been obtained in the course of professional service, unless disclosure serves professional purposes or is required by law.
10. Maintains good public relations.
11. Uses appropriate language that is devoid of vulgarity, lewdness, coarseness, or profanity and uses standard English.
12. When requesting the purchase of supplies, will follow all Jefferson Davis Parish School Board and individual school practices.
13. Follows the mandates of Louisiana Components of Effective Teaching.
14. Presents demonstration/model lessons in classrooms.
15. Conducts one self-evaluation per year.
16. Is observed/evaluated according by the curriculum supervisor to provisions prescribed in the parish plan for personnel evaluation.
17. Job description and duties subject to modification as needed.
18. Performs other duties as assigned by the proper authority with a positive attitude and team spirit.

**JEFFERSON DAVIS PARISH SCHOOL BOARD  
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**In the area of Instructional Leadership:**

1. Provides support, mentoring, and assistance to teachers in the full implementation of the teaching cycle.
2. Serves as a resource for identifying appropriate instructional strategies and interventions to address diverse learning needs and to improve all student achievement.
3. Instructs teachers to use research-based instructional strategies while teaching.
4. Assists teachers in designing and delivering effective instruction.
5. Observes instruction in classrooms and provides the next step of support for all teachers.
6. Prepares forms, records, reports and documentation as needed.

**In the area of Interventions:**

1. Assists teachers to identify students requiring differentiation based on formative assessments including universal screening.
2. Select differentiated instruction based on specific needs of all students.
3. Guides teachers on how to set individual student achievement goals.
4. Guides teachers on how to implement differentiation and provide interventions to students with Fidelity.

**In the area of Assessment:**

1. Guides teachers in the analysis and use of DIBELS Benchmark Assessments, STEEP, Positive Behavior Supports (PBS), and progress monitoring.
2. Assists teachers in the analysis and use of assessments data to identify students for a additional instruction, as well as to improve overall student achievement.
3. Provides assistance to all teachers in implementing continuous progress monitoring.
4. Meets regularly with the curriculum supervisor to review student assessment data and assess progress toward grade-level goals.
5. Assist teachers in analyzing data from formative classroom assessment, progress monitoring, DIBELS Benchmark Assessments, STEEP, and PBS to make adjustments in the teachers delivery of instruction, interventions, and professional development.

**In the area of Professional Development:**

1. Participates in district staff development to ensure they are knowledgeable about scientifically based research and intervention strategies for struggling readers, assessment administration and the use of assessment data for instructional planning.
2. Collaborates curriculum supervisors to identify campus/district professional development needs.
3. Attends meetings as directed.
4. Stays abreast of current issues by participating in training sessions presented by professional development providers and by reading Scientifically Based Research journals, articles, resources, etc.

**TERMS OF EMPLOYMENT:** One hundred eighty-two days (or days approved by the State Legislature). Salary established by the Jefferson Davis Parish School Board.

**EVALUATION:** In Accordance with Jefferson Davis Parish School Board Personnel Policy.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

Motion by Mr. Bordelon and seconded by Mr. Leger and unanimously carried to approve the following new Instructional Personnel Job Description for JWES Administrative Assistant/ SEL (Social, Emotional Learning) Instructor effective July 1, 2021:

**JAMES WARD ADMINISTRATIVE ASSISTANT JOB DESCRIPTION**

**Title:** Administrative Assistant  
**Qualifications:** Certified to serve as Principal according to Louisiana Department of Education Bulletin 746.  
**Reports to:** Principal  
**Personnel Evaluation**  
**Responsibility:** Professional school staff and non-professional school staff.  
**Supervise:** All assigned professional and non-professional school staff.

**Job Goal:** Directly support the implementation of the Social/Emotional, Academic and behavioral curriculums and programs. Assist the principal in the administration and supervision of the total school program, vision and goals and conducts all professional duties as assigned by the school principal.

**Performance Responsibilities:**  
The duties and responsibilities of the administrative assistant vary from school to school in the parish due to the size of the school and other factors. Some administrative assistants are full-time, while others may have teaching responsibilities.

**Funding source:** Coordinated Early intervening Services (Part of IDEA)

- I. Domain I: SCHOOL VISION**  
Component A: Sets ambitious, data-driven goals and a vision for achievement, invests teachers, leaders and other stakeholders in that vision.
- II. Domain II: SCHOOL CULTURE**  
Component A: Facilitates collaboration between teams of teachers  
Component B: Provides opportunities for professional growth and develops a pipeline of teacher leaders  
Component C: Creates and upholds systems which lead to a safe and orderly school environment.

**JEFFERSON DAVIS PARISH SCHOOL BOARD**  
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**III. Domain III: INSTRUCTION**

Component A: Observes teachers and provides feedback on instruction regularly.

Component B: Ensures teachers set clear, measurable objectives aligned to the Louisiana core standards.

Component C: Ensures teachers use assessments reflective of Louisiana Core rigor.

**IV. Specific Duties and Responsibilities**

- a. Acts as assistant to the principal.
- b. Serves as principal in the absence of the principal.
- c. Responds to special request.
- d. Coordinates services for students in Kindergarten through grade 12.

**ASSISTS WITH THE FOLLOWING:**

**V. Planning, Coordinating, Implementing, Evaluating Programs**

- a. Plans and conducts procedures for the opening of school.
- b. Provides professional development for teachers and other school staff to enable such personnel to deliver scientifically based academics including literacy and social and behavioral intervention.
- c. Support RTI through coordinating, evaluating and scheduling of appropriate academic or behavioral supports.
- d. Determines students that are at risk for academically or behavioral problems.
- e. Provide coordination and PD for staff providing interventions, assessments and progress monitoring data.
- f. Coordinates small groups for individualized instruction for students with intensive needs.
- g. Oversee the tracking of students who receive interventions and subsequently receive special education proceeding the two years after interventions.
- h. Prepares and submits the master schedule, teacher class assignments, and extracurricular work.
- i. Plans and conducts faculty meetings.
- j. Participates in parish administrative meetings
- k. Plans the procedure of evaluating and reporting students' achievements.
- l. Review and analyze student data with school staff to determine appropriate interventions.
- m. Supervise the athletic programs where applicable.
- n. Plans, formulates, and revises local school policies.
- o. Assist in coordinating Child Welfare services with the Jefferson Davis Parish School Board central office.
- p. Assists in coordinating textbook requests with the Jefferson Davis Parish School Board central office.
- q. Plans and delegates the supervision of extracurricular programs and activities.
- r. Responds to special requests.
- s. Assist in planning and coordinating school related activities where applicable.
- t. Plans student registration, orientation, and scheduling.
- u. Plans the implementation of standardized testing programs.
- v. Assists in coordinating special education services with the Jefferson Davis Parish School Board central office.
- w. Plans and coordinates emergency procedures.
- x. Plans and coordinates procedures for the closing of school.
- y. Develops school handbooks.

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- VI. Supervision and Evaluation of Personnel**
  - a. Evaluates all professional and non-professional school staff.
  - b. Interviews and develops a list of substitute teachers.
  - c. Maintains communication lines with staff.
  - d. Interviews and recommends prospective professional and non-professional employees.
  - e. Processes staff dismissals.
  - f. Report absences of school employees.
- VII. School and Community Relations**
  - a. Advises and cooperates with parent-teacher organizations.
  - b. Coordinates parent-teacher conferences.
  - c. Maintains lines of communication with the public.
  - d. Holds administrative assistant-parent conferences.
  - e. Establishes and coordinates parental involvement programs.
- VIII. In-Service**
  - a. Orients new personnel.
  - b. Plans and conducts school in-service activities.
- IX. Research**
  - a. Conducts enrollment projections.
  - b. Conducts study for plant construction.
  - c. Monitors student progress through test results.
- X. Instructional Support Services**
  - a. Obtains substitute personnel.
    - a. Requisitions supplies and equipment.
    - b. Manages and accounts for school funds.
    - d. Provides for maintenance of buildings, grounds, and equipment.
    - e. Keeps an inventory of equipment, materials, and supplies.
    - f. Coordinates the utilization of physical facilities by school personnel.
    - g. Coordinates the utilization of physical facilities by community organizations.
    - h. Reports student attendance.
    - i. Reports student suspensions and expulsions.
    - j. Monitors food services program.
    - k. Monitors library services.
    - l. Monitors student transportation services.
    - m. Reports student census data.
    - p. Supervises student insurance.
- XI. Professional Growth**
  - a. Participates in out-of-school meetings of professional organizations.
  - b. Reads professional materials and shares findings with teachers.
  - c. Prepares a long term (3 years or less) Professional Growth Plan.
- XII. Pupil Contact**
  - a. Maintains student discipline and control.
  - b. Disseminates school policies and make announcements to students.
  - c. Supervised the election and selection of student officers.
  - d. Provides student services through the guidance and counseling department.
- XIII. Self Evaluation**
  - a. Annually prepares a Self-Evaluation Report which will be submitted as part of the overall evaluation process.

**Terms of**

**Employment:** One hundred eighty-two days (or days approved by the State Legislature).



Salary established by the Jefferson Davis Parish School Board.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board’s policy on Evaluation of Professional Personnel.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed and  
Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Reviewed and  
Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

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Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

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Agreed to by: \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Reviewed and  
Agreed to by: \_\_\_\_\_ Date: \_\_\_\_\_

**INFORMATION**

1. Pursuant to Louisiana Revised Statutes, Title 17, Section 53, Jefferson Davis Parish School Board Members received the following continuing Learning Units for calendar year 2020: Phillip Arceneaux 23 hours, Greg Bordelon 6 hours, Jason Bouley 10 hours, Charles Bruchhaus 8.25 hours, David Capdeville 8.25 hours, Donald Dees 31.5 hours, Malon Dobson 6 hours, David Doise 8.25 hours, Terry Leger 9 hours, Denise Perry 11.5 hours, James Segura 9 hours, Jody Singletary 6 hours and Paul Trahan 7 hours.
2. Congratulations to School Board Phillip Arceneaux, who was recognized by LSBA as a 2020 Certified Board Member for completing 20 hours of continuing learning units.

**PERSONNEL CHANGES**

**A. Personnel appointments as determined by the Superintendent:**

1. Name **KENNON CROCHET**, A/C Technician Maintenance Warehouse, effective ASAP, re: Chris Lougon resignation.
2. Name **KEVIN LACOMBE**, LAE Custodian, effective 05/20/21, re: Terry Leger retirement.
3. Name **JAMES TARVER**, Technology Technical Specialist, Maintenance Warehouse, effective ASAP, re: Dwayne Viney retirement.
4. Name **MAURA GUILLORY**, LAE Principal, effective ASAP, re: Donna Woods, retirement.

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**B. Personnel changes:**

**APPOINTMENTS (effective 08/05/21 unless stated otherwise)**

1. Geri Futch, School Psychologist, Pupil Appraisal, 07/28/21, re: Terry Landry retirement.
2. Ronald McZeal, JHS Teacher, re: Jimmy Warfield resignation.
3. Chad Lavergne, WHS Teacher, re: Ronnie Courville resignation.
4. Halle Simien, LHS Teacher, re: Lindsey Kinney resignation.
5. Cary C. Collins, EHS Teacher/Coach, re: Carlo Maggio resignation.
6. Charlotte Benoit, LA Bus Driver, 04/29/21, re: Shanika Turner termination.
7. Philip Fontenot, JHS Assistant Principal, 07/28/21, re: David Reed promotion.
8. Holly Hamerick, JWES Teacher, re: Kimberly Precht retirement.
9. Brendan Boudreaux, WEIC EMR/EMT Instructor, re: new position.
10. Lauren Bertrand, HHS Teacher, re: New position.
11. Jaydin Andrepont, WAR Para, re: Carla Chaisson retirement.
12. Michael Trahan, EHS Teacher/Coach, re: Tyler Lavergne resignation.
13. Nicholas Benoit, EHS Teacher/Coach, re: Carson Hargroder transfer.
14. Brooklyn Zaunbrecher, LAHS ELA Teacher, re: Tana Garcia retirement.
15. Kennon Crochet, AC Tech Warehouse/Maintenance, 06/14/21, re: Chris Lougon resignation.
16. Caleb Gary, WES PE Coach, re: new position.
17. Ronald McZeal, JHS Teacher, re: Jimmy Warfield resignation.
18. Chelsea Deculus, JES PE Teacher (ESSER), re: new position.
19. Laney Meaux, JWES Teacher, re: Amy Hulse transfer.
20. Amanda Benoit, WES Teacher, re: Brittany Mallett transfer.

**TRANSFERS APPOINTMENTS (effective 08/05/21 unless stated otherwise)**

1. Morgan Woods, LAHS Teacher to LAE Teacher, re: Lindsey Sittig transfer.
2. Daphne LeJeune, JWES SPED Para to JWES Pre K Para, re: Sheila Richard resignation.
3. Melody Muller, JWES Severe Profound Teacher to JWES Resource Teacher, re: Marella Leleux retirement.
4. Debra Marceaux, JES 3rd grade Teacher to JES 5th grade Teacher, re: subject/grade.
5. Veronica Vige, JES ELA Teacher to P.E. Teacher,, re: New position.
6. Elizabeth McCleery, JES 5th grade Teacher to 3rd Grade Teacher, re: subject/grade.
7. Donna Walker, JES 3rd grade Teacher to 5th Grade Teacher, re: subject/grade.

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8. Ronnie Courville, WHS English Teacher to WHS Social Studies Teacher, re: subject.
9. Renee Bertrand, WES SPED Teacher to Homebound Special Education Teacher, 08/05/21, re: Imelda Guidry retirement.
10. Michelle Trahan, JHS Cafeteria Tech to LAHS Cafeteria Tech, re: Meagan LaMarque resignation.
11. Jill Ortego, LAE SPED Teacher to JWES SPED Teacher, re: Melody Muller transfer.
12. Lisa Juneau, JES Instructional Coach to JES Administrative Assistant, 07/28/21.
13. Holly Biessenberger, JHS Teacher to HHS part-time Counselor, 07/28/21, re: Marlene Roche resignation.
14. Amy Hulse, JWES 1st grade to JWES 2nd grade, re: Shelby Broussard new position.
15. Shelby Broussard, JWES 2nd grade Teacher to JWES PE (ESSER) re: new position.
16. Desiree Young, EES Kindergarten Teacher to EES 4th grade Teacher, re: Sherry Manuel retirement.
17. Denise McVicker, LHS Title I Interventionist para to LHS Special Education Para, re: Amber Tilton resignation.
18. Rachel Simon, LAES Teacher to Instructional Coach (ESSER), re: new Position.
19. Margaux Oustalet, LAES Teacher to Instructional Coach(ESSER) , re: new position.
20. Lindsey Sittig, LAES Teacher to Instructional Coach (ESSER), re: new Position.
21. Rachel Abshire, LAES 5th grade Teacher to LAES 4th Grade teacher, re: Margaux Oustalet transfer.
22. Kayla McKay, LHS Teacher to EHS Teacher, re: Melissa Kelly new position.
23. Mandy Segura, JWES Teacher to Instructional Coach (ESSER) , re: new position.
24. Kylie Hanks, JHS Business Teacher to JWES PE (ESSER), re: new position.
25. Jill Ortego, LAES Sped Teacher to JWES Sped Teacher, re: Melody Muller transfer.
26. Heather Hanks, LAES Teacher to Instructional Coach ESSER) , re: new position.
27. Jazzmine Evans, JHS Teacher to Instructional Coach (ESSER) , re: new Position.
28. Lisa Bourg, JHS Teacher to Instructional Coach (ESSER), re: new Position.

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29. Melissa Soileau, WES Teacher to Instructional Coach (ESSER) ,  
re: new Position.
30. Melanie Lee, WES 5th grade Teacher to WES 1st grade Teacher,  
re: T. Hensgens leave.
31. Brittany Mallett, WES 3rd grade Teacher to WES SPED Teacher,  
re: Renee Bertrand transfer.
32. Norma Marcantel, WES 3rd grade Teacher to WES 2nd grade Teacher,  
enrollment numbers gain/loss.
33. Alice Hebert, JHS Teacher to Instructional Coach (ESSER),  
re: new position.
34. Melissa Kelley, EHS Teacher to Instructional Coach (ESSER),  
re: new position.
35. Emily Lavergne, HHS Teacher to Instructional Coach (ESSER),  
re: new position.
36. Tracy Kibodeaux, WAR Teacher to Instructional Coach (ESSER),  
re: new position.
37. Christine Landry, FES Math Teacher to FES PE Teacher, re: New position  
(ESSER), re: new position.
38. Alexis Hargroder, JHS Teacher to HHS Teacher, re: Emily LaVergne  
Transfer.
39. Cindy Morse, EHS Science Teacher to EHS FACS Teacher, re: Cindy  
Doise retirement.

**LEAVES**

1. L. Trahan, LHS Teacher, 08/23/21 to 11/15/21.
2. A. Duhon, LAE Cafeteria Tech, 04/17/21 to 06/01/21.
3. T. Miller, JHS Teacher, 05/11/21 to 05/14/21.
4. C. Langley, EHS Teacher, 04/26/21 to 05/24/21.
5. T. Stallion, WHS SPED Teacher, 04/22/21 to 04/23/21.
6. K. Newman, WES Teacher, 04/20/21 and 04/27/21 to 0526/21.
7. S. Trahan, WES Bus Driver, 04/26/21 to 05/14/21.
8. V. Bertrand, HHS Teacher, 04/28/21 and 05/07/21.
9. A. Ledet, JES Custodian, 04/13/21 to 05/17/21.
10. E. Kershaw, JWES Bus Driver, 04/15/21 to 04/27/21.
11. A. Hargroder, JHS Teacher, 04/23/21 to 04/26/21 and 04/30/21 to 05/03/21.
12. B. Zaunbrecher, LAHS Teacher, 11/26/21 to 01/07/22 (maternity)
13. A. Jones, LAES Para, 04/16/21 to 05/17/21.

**RESIGNATION**

1. Donald Bruchhaus, EHS Teacher/Coach, 05/27/21.
2. Alyce Curry, JHS Teacher, 05/27/21.
3. Jimmy Warfield, JHS Teacher/Coach, 05/27/21.
4. Tyler Lavergne, EHS Teacher/Coach, 05/27/21.
5. Christian McCore, JWES Teacher, 05/27/21.

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6. Dylan Augustine, WHS Teacher/Coach, 05/27/21.
7. Dale Pollard, WEIC SPED Teacher, 05/25/21.
8. Duane Clemmons, LHS Teacher/Coach, 05/27/21.
9. Amber Tilton, LHS SPED Para, 05/27/21.
10. Gabrielle Peltier, WHS Business Teacher, 05/28/21.

**RETIREMENTS**

1. Carla Chaisson, WAR Para, 09/06/21, with 28 years of service.
2. Lisa Charles, JHS Para, 05/27/21, with 37 years of service.
3. Donna Woods, 07/01/21, LAE Principal, with 32 years of service.
4. Mary Broussard, LAHS Cafeteria Tech, 08/02/21, with 24.5 years of service.

**LEAVE WITHOUT PAY**

1. Trina Hensgens, WES Teacher, 08/2021 to May, 2022.
2. Angie Smith, JWES Cafeteria Tech, 05/04/21 to 09/20/21.

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

1. ESSER II & III monies
2. SEL Learning strategies
3. Summer Learning

**ADJOURN**

There being no other business to come before the Board, it was moved by Mr. Bouley, seconded by Mr. Doise and unanimously carried, to adjourn.

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/s/ James Segura, Vice-President

ATTEST:

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/s/Kirk Credeur, 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.