



JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA

203 E. PLAQUEMINE STREET

JENNINGS, LOUISIANA

(337) 824-1834

AGENDA MEETING

THURSDAY, FEBRUARY 25, 2021 at 6:00 p.m.

LIVE REMOTE ACCESS (COVID19 PANDEMIC)

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 (Phase III), 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) 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 recorded. The live-stream link will be available after the meeting on the district website at www.jeffersondavis.org.

I. CALL TO ORDER

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 recorded. The live-stream link will be available after the meeting on the district website at www.jeffersondavis.org.

II. INVOCATION AND PLEDGE OF ALLEGIANCE.

III. ROLL CALL FOR DETERMINATION OF A QUORUM.

| | | | | | | | | | | | | |
|-----|------|------|------|-----|------|-----|-------|-------|-----|------|-------|--------|
| ARC | BORD | BOUL | BRUC | CAP | DEES | DOB | DOISE | LEGER | SEG | SING | PERRY | TRAHAN |
|-----|------|------|------|-----|------|-----|-------|-------|-----|------|-------|--------|

IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON JANUARY 21, 2021.

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

V. VOTE TO CHANGE THE ORDER OF TOPICS TO BE ADDRESSED AND TO ADD NEW ITEMS NOT ON THE ORIGINAL AGENDA.

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

VI. BOARD COMMITTEE REPORTS:

- A. Finance Committee - James Segura, Chairman
- B. Insurance - David Doise, Chairman
- C. Building & Grounds - Terry Leger, Chairman
- D. Policy- Phillip Arceneaux, Chairman
- E. Transportation Committee - Greg Bordelon, Chairman
- F. 16th Section-Charles Bruchhaus, Chairman
- G. Ward II (Ad Hoc) - Donald Dees, Chairman
- H. Legislative Liaison - Donald Dees, Chairman
- I. Food Service Committee - Malon Dobson, Chairman

VII. SALES TAX REPORT - by Amber Hymel, Tax Collector.

VIII. NEW BUSINESS:

- 1. Approve the 2021-2022 school calendar.

Jefferson Davis Public School System
2020-2021 Calendar

Board Approved 1.16.20/ testing ended 2.2020

| July 2020 | | | | | August 2020 | | | | | September 2020 | | | | | October 2020 | | | | | November 2020 | | | | | December 2020 | | | | | | | | | | | | | | | | | | | |
|-----------|----|----|----|--------------------------|-------------|--------------------|--------------------|-----------------------------|-----------------------------|----------------|----|----|----|----|--------------|----|----|----|----|---------------|----|----|----|----|---------------|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | | | | | | | | | | | | | | | |
| | | 1 | 2 | 3 July 4th Holiday | 3 | 4 | 5 | 6 New Teach Induction | 7 New Teach Induction | 1 | 2 | 3 | 4 | | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | |
| 6 | 7 | 8 | 9 | 10 | 10 | 11 State PDD | 12 Local PDD | 13 Teacher Inservice | 14 Student Inserv | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 13 | 14 | 15 | 16 | 17 | 17 | 18 MMS | 19 MMS | 20 MMS | 21 MMS | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | | | | | |
| 20 | 21 | 22 | 23 | 24 | 24 | 25 | 26 | 27 | 28 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 27 | 28 | 29 | 30 | 31 | 31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| January 2021 | | | | | February 2021 | | | | | March 2021 | | | | | April 2021 | | | | | May 2021 | | | | | June 2021 | | | | | | | | | | | | | | |
|--------------|----|----|----|----|---------------|----|----|----|----|------------|----|----|----|----|------------|----|----|----|--------------------------|----------|----|----|----|----|-----------|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | M | T | W | Th | F | | | | | | | | | | |
| | | | | 1 | 1 | 2 | 3 | 4 | 5 | 1 | 2 | 3 | 4 | 5 | | | | | 1 2 Good Friday | 3 | 4 | 5 | 6 | 7 | | | | | | | | | | | | | | | |
| 4 | 5 | 6 | 7 | 8 | 8 | 9 | 10 | 11 | 12 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | |
| 11 | 12 | 13 | 14 | 15 | 15 | 16 | 17 | 18 | 19 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | |
| 18 | 19 | 20 | 21 | 22 | 22 | 23 | 24 | 25 | 26 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 | | | | | | | | | | | | | | | | | | | | |
| 25 | 26 | 27 | 28 | 29 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

July: 3 Independence Holiday
 August: 6-7 New Teacher Induction, 11 State PDD, 12 Local PDD, 13 Teacher Inservice, 14 Gr 1-12 Report
 September: 7 Labor Day, 8 State PDD, 9 Fair Day
 October: 21-21 Christmas Break, 1 New Year/Christmas Break, 18 MLK Holiday
 November: 3 Election Day, 23-27 Thanksgiving, 15 American Heritage, 16 Martin Gras
 December: 2-9 Spring Break, 27 Students Last Day, 28 Teachers Last Day, 31 Memorial Day
 January: Oct 1-4/11-15 Workkeys Testing Window, Oct 1-15 Workkeys Fall Accom, Dec 1-15 H.S. LEAP 2020 Fall Window, Feb 1-14/18-12 LEAP Connect / ELPT ACT/PraACT, March 9 March 9-12, 15-19 ACT Accom Window, March 18/April 1 Workkeys Spring Accom.
 February: 15 American Heritage, 16 Martin Gras
 March: 2-9 Spring Break, 27 Students Last Day, 28 Teachers Last Day, 31 Memorial Day
 April: 2 Good Friday, 5 Spring Break, 10-11 PM/FIN, 12-13 PLC, 14-15 AP/BRD, 17-18 MMS, 19-20 PM/FIN, 21-22 PLC, 23-24 AP/BRD, 26-27 MMS, 28-29 PM/FIN, 30-31 MMS
 May: 3-4 5-6 7-8 9-10 11-12 13-14 15-16 17-18 19-20 21-22 23-24 25-26 27-28 29-30 31
 June: 1-2 3-4 5-6 7-8 9-10 11-12 13-14 15-16 17-18 19-20 21-22 23-24 25-26 27-28 29-30 31

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

- 2. Approve the following Food Service Procurement Calendar for 2021-2022 fiscal year which provides for the purchase of fluid milk and milk products, paper and cleaning items, frozen chilled items, canned goods, cereal, grain products, and other shelf staple goods in the Parish Schools.

Annual 2021-2022 Child Nutrition Program Procurement Calendar

The following calendar identifies the general items to be bid, the date, and the time of the bid openings for the 2021-2022 School Year for the Jefferson Davis Parish School Board Child Nutrition Program. All bids will be opened for reading only at the Food Service Warehouse located at 1627 Wilbert D. Rochelle Avenue in Jennings, LA at

10:00 am on the specified bid opening day. The public is invited to attend all bid openings. Invitations to bid, instructions, and specifications for any bids listed below may be obtained from the Child Nutrition Program located at the above address or by contacting the office at (337) 824-1969.

| <u>ITEMS TO BE PROCURED</u> <u>BID AWARD</u> | <u>BIDS TO VENDORS</u> | <u>PURCHASING PERIOD</u> | <u>BID OPENING</u> |
|--|------------------------|--------------------------|--------------------|
| Fluid Milk & Milk Products May 6, 2021 | March 8, 2021 | School Year | April 15, 2021 |
| Bread & Bread Products May 6, 2021 | March 8, 2021 | School Year | April 15, 2021 |
| Paper and Cleaning Items May 6, 2021 | March 8, 2021 | School Year | April 15, 2021 |
| Chilled/Frozen Fruit Juices, Bakery Items, May 6, 2021 Vegetables | March 8, 2021 | School Year | April 15, 2021 |
| Chilled/Frozen Meat Items May 6, 2021 | March 11, 2021 | School Year | April 29, 2021 |
| Canned Goods, Cereal, Grain Products, May 6, 2021 Other Shelf Stable Goods | March 11, 2021 | School Year | April 29, 2021 |

The Jefferson Davis Parish School Board Child Nutrition Program is funded 51% with federal funds for a total of approximately \$2.1 million per year. Publication Dates: March 2, March 4, and March 7, 2021. This was adopted by the Jefferson Davis Parish School Board at the February 25, 2021 meeting.

Non Discrimination Statement: In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotope, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online, at www.usda.gov/sites/default/files/documents/usda-programdiscrimination-complaint-form.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; or fax: (833) 256-1665 or (202) 690-7442; email: program.intake@usda.gov. This institution is an equal opportunity provider.

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

3. Approve the following non-faculty coaches for the 2020-21 school year upon completion of LHSA coaching course certification and Board policy requirements.
- A. Terry Lejene, HHS boys golf.
 - B. Dwayne Guidry, HHS boys golf.
 - C. Adam Braiden Jolie, WHS baseball.
 - D. Maleigh Beth Conner, LHS softball.
 - E. Christian Blair, LHS baseball.
 - F. Adam Braiden Jolie, WHS baseball.

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

4. Approve the following modified Instructional Personnel Job Description for Teacher-Classroom.

**Instructional Personnel
Job Description**

TITLE: Teacher- Classroom

QUALIFICATIONS:

- 1. Refer to State Department Bulletin
- 2. Additional criteria as the Jefferson Davis Parish School Board may establish **REPORTS TO:**
Principal,
Assistant Principal

JOB GOAL: To teach students subject matter and skills that will contribute to their development as

mature, able and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

I.DOMAIN 1: PLANNING AND PREPARATION

1C- Setting Instructional Outcomes

- A. The teacher values, sequences and aligns curriculum enabling students to build their understanding of important ideas across disciplines so that learner outcomes are at an appropriate, challenging cognitive level.
- B. The teacher writes and plans multi-disciplinary differentiated outcomes for student learning rather than student activity.
- C. The teacher creates and/or uses a variety of assessment tools that are standards-based and curriculum-aligned.
- D. The teacher incorporates appropriate technology and media into lesson planning that supports student learning.
- E. The teacher maintains a district-approved Learning Management System (e.g. Google Classroom) that includes curriculum materials and resources to support virtual learning.

II.DOMAIN 2: THE CLASSROOM ENVIRONMENT

2C- Managing Classroom Procedures

- A. The teacher helps students develop skills to work purposefully and cooperatively in groups.
- B. The teacher facilitates lessons so that students play an important role in carrying out the routines.
- C. The teacher ensures smooth functioning of all routines and maximizes instructional time.
- D. The teacher effectively manages the district-approved LMS (e.g. Google Classroom) and maintains two-way communication in virtual environments.

III.DOMAIN 3: INSTRUCTION

3B- Questioning and Discussion Techniques

- A. The teacher develops and presents questions with multiple correct answers or multiple approaches that cause students to think and reflect thus resulting in a deeper understanding of the topic.
- B. The teacher effectively uses student responses to promote learning through discussion.
- C. The teacher uses a range of techniques to ensure that all students contribute to the discussion, formulate questions, and enlists the assistance of students to ensure this outcome.

3C- Engaging Students in Learning

- A. The teacher selects instructional materials and facilitates activities and assignments that promote learning at a deeper level.
- B. The teacher groups students for instruction in a variety of ways using factors such as similar backgrounds, ability levels, as well as random grouping to promote active learning.
- C. The teacher delivers lessons that are appropriately structured and paced.
- D. The teacher utilizes technology to engage students in challenging content through well designed learning tasks.
- E. The teacher engages students using a variety of methods in the district-approved LMS (e.g. Google Classroom).

3-D- Using Assessment in Instruction

- A. The teacher aligns assessment to the curriculum and informs students of the criteria for assessment.
- B. The teacher monitors student learning and provides valuable feedback in a timely, constructive and substantive manner.
- C. The teacher promotes student self-assessment and student self-monitoring of progress.

IV. SELF-EVALUATION

Performs one or more self-evaluations and documents that results on appropriate written forms.

V. PROFESSIONAL GROWTH PLAN

Develops a Professional Growth Plan (PGP) in collaboration with the evaluation process.

VI. PROFESSIONALISM

- A. Accepts and discharges job-related assignments.
- B. Adheres to federal, state, system, and school policies and regulations.
- C. Practices punctuality.
- D. Conducts parent conferences as needed.
- E. Pursues all reasonable recommendations related to becoming a more effective employee.
- F. Is responsible for a reasonable amount of co-curricular and other duties beyond the regular classroom activities, as determined by the building principal.
- G. Provides for the care and proper usage of school property, and maintains current inventory charged to his/her responsibility.
- H. Takes part in the continuing in-service program of the school.
- I. Is proficient in technology applications utilized in Jeff Davis Parish, particularly the Google Workspace or the district-approved LMS.
- J. Attends required PD training provided by and/or directed by the Jeff Davis school system.

VII. ADDITIONAL RESPONSIBILITIES

Supports school activities and performs job responsibilities in a manner expected of a professional educator.

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 Bulletin 130, the Jefferson Davis School Board's policy on Evaluation of Professional Personnel.

APPROVED BY: _____ Date: _____

REVIEWED AND
AGREED TO BY: _____ Date: _____

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

5. Approve the following resolution:

RESOLUTION OF THE JEFFERSON DAVIS PARISH SCHOOL BOARD BOARD OF DIRECTORS FOR THE ADOPTION OF THE JEFFERSON DAVIS PARISH SCHOOL BOARD CAFETERIA PLAN

On this date, the JEFFERSON DAVIS PARISH SCHOOL BOARD Board of Directors did meet to discuss the implementation of JEFFERSON DAVIS PARISH SCHOOL BOARD Flexible Benefits Plan to be effective, 3/1/2021. Let it be known that the following resolutions were duly adopted by the JEFFERSON DAVIS PARISH SCHOOL BOARD Board of Directors and that such resolutions have not been modified or rescinded as of the date hereof;

RESOLVED, that the form of Cafeteria Plan, as authorized under Section 125 of the Internal Revenue Code of 1986, presented to this meeting is hereby adopted and approved and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Plan Administrator one or more copies of the Plan.

RESOLVED, that the Plan Year shall be for a period beginning on 3/1/2021 and ending 2/28/2022.

RESOLVED, that the Employer shall contribute to the Plan amounts sufficient to meet its obligation under the Cafeteria Plan, in accordance with the terms of the Plan Document and shall notify the Plan Administrator to which periods said contributions shall be applied.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify employees of the adoption of the Cafeteria Plan by delivering to each Employee a copy of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned certifies that attached hereto as Exhibits A and B respectively are true copies of the Plan Document, and Summary Plan Description for JEFFERSON DAVIS PARISH SCHOOL BOARD's Flexible Benefits Plan approved and adopted in the foregoing resolutions.

The undersigned further certifies and attests that the above resolutions were made with the consent of the full Board of Directors, each of whom were in attendance on this date:

Passed and adopted at Jennings, Louisiana on this 25th day of February, 2021.

Jody Singletary, President

ATTEST:

Kirk Credeur, Secretary

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

IX. INFORMATION

- 1. Condolences are extended to the families of:
 - A. Mr. Wesley Lloyd Livingston, Sr., Elton Principal who retired in 1978 with 29 years of service.
 - B. Mrs. Olivia Vallrie, Fenton/Lacassine Teacher/Librarian, who retired in 2010 with 30 years of service.
 - C. Mr. Hubert Keys, Welsh Schools Bus Driver, who retired in 1997 with 17 years of service.
 - D. Mr. Mark LaCombe, EHS Custodian.
- 2. The Jefferson Davis Parish School Board Members 2021 Spring Strategic Planning Meeting will be on Thursday, March 11, 2021 at 6:00 p.m. at Abshire Camp.

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 |
|------------|--------------|----------------|------------|------|

- B. Motion to resume in regular session.

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

XIII. ADJOURN

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

| |
|--|
| <p>IN COMPLIANCE WITH STATE LAW, A COPY OF THIS AGENDA ADDENDUM WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD THURSDAY, FEBRUARY 19, 2021 BY 4:00 P.M.</p> <p>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.</p> |
|--|