



JEFFERSON DAVIS PARISH SCHOOL BOARD AGENDA
203 E. PLAQUEMINE STREET
JENNINGS, LOUISIANA
(337) 824-1834
AGENDA MEETING
THURSDAY, JULY 15, 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 (Phase III)**
- 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.

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IV. APPROVAL OF THE SCHOOL BOARD MINUTES OF THE REGULAR MEETING ON JUNE MAY 6, 2021.

1. Amend Finance Agenda item #9 on the June 17, 2021 minutes to change the funding source from Maintenance #22 to Hurricane Relief Fund: 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 Hurricane Relief Fund. Motion seconded by Mr. Bruchhaus and unanimously approved.

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

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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VI. PRESENTATIONS

1. State Representatives, Troy Romero and Bo Beaulieu and Speaker of House, Clay Schexneyder to talk to Board regarding HB199- State Centralization Sales & Use Tax collections proposed State constitutional Amendment.

VI. BOARD COMMITTEE REPORTS:

A. FINANCE COMMITTEE - REQUESTS FROM THE FINANCE COMMITTEE CHAIRMAN, JAMES SEGURA, CHAIRMAN, THAT THE SCHOOL BOARD:

1. Grant permission to EHS to accept the following donation:
 1. Football team \$10,000.00 from an anonymous donor. To be used to purchase new helmets and shoulder pads.

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2. Grant permission to Laurie Duhon, Technology Supervisor, to purchase a district license in the amount of \$19,500.00 for Screencastify (Unlimited Recording and Editing) for all Jefferson Davis Parish schools to use for videoing of lessons and skills to be posted in Google Classroom. To be paid from ESSER 2.

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3. Grant permission to HHS to accept the quote from Legacy Painting of \$9,800.00 to paint a portion of the Elementary hallway walls and portion of the outside of the school. Other quote received from Hargrave Painting (\$7,166.00) but are not able to complete either part of the project at this time. Other quote requested but not received from Certa Pro Painters. To be paid from Maintenance #3.

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4. Grant permission to JHS to purchase Science lab tables for the 7th grade Science Lab at a cost of \$5,252.00 from Today's Classroom. Other quotes received from Diversified Woodcrafts (\$8,588.25) and Worthington Direct (\$6,509.25) To be paid from Maintenance #2.

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5. Grant permission to JHS to purchase a new scoreboard from Spectrum Scoreboards at a total cost of \$29,469.00 for Jerry Simmons stadium that was destroyed during hurricane Laura/Delta. This price includes scoreboard, Truss Sign, sponsor sign (if applicable), delivery, installation and removal of damage board. All current electrical structures will be used. Other quotes received from Anthem (\$14,879.95 - board only) and Varsity Direct (\$9,995.00 - board only). To be paid from Hurricane damage insurance proceeds.

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6. To accept the 2020-2021 Louisiana Compliance Questionnaire for Audits of Governmental Agencies to provide to Mike Gillespie, CPA, APAC, external auditors of the School Board, as recommended by the Director of Finance.

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7. To approve and sign the Engagement Letter for the Fiscal year June 30, 2021 audit between Management and the Board and Mike Gillespie, CPA, APAC, External auditors.

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8. Grant permission to EHS to accept the quote of \$6,390.00 from Frey Construction to scrape down the existing student parking lot and add rock to improve student parking and drainage. Other quotes received from Louisiana Crane (\$7,100.00) and Dupuis Construction (\$11,380.00) To be paid from Maintenance #22.

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9. Accept the quote provided by Risk Services of Louisiana for Student & Athletic Insurance from Great American Insurance Co. for the 2021-2022 school year beginning August 1, 2021 and ending August 1, 2022 for the renewal price of \$3,118.23 as recommended by the Director of Finance. The premium cost is the same as last year.

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10. Grant permission to HHS to accept a \$1,011.00 donation from Hathaway Lil Dribblers. Funds to be used to pay for a new ball machine along with other expenses.

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11. Grant permission to HHS for Mercy Contracting LLC to replace a 350 feet portion of fence at the north side of the school at a price of \$7,350 for commercial grade fencing at a height of 5 feet. Another quote of \$8,500 was received from Dailey’s Fence Co. A fence height of 5 feet was chosen to match the fence along the road. A quote was requested but not received from Dugas Construction. To be paid from Natural disaster funds.

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12. Grant the request of Laurie Duhon, Technology Supervisor, to make the following changes to the requirements currently in place on the Computer Technician Pay Scale:

Current Requirements:

- Computer Technician I may move up to Computer Technician II scale after one year of satisfactory experience and passing the Comptia A+ - Exam Essentials test.
- Computer Technician II may move up to Computer Technician III scale after completing one additional year of satisfactory experience and passing the Comptia A+ - Exam IT-Technician test.

Proposed Changes:

- Computer technicians with successful completion of Comptia A+ Core 1 Certification would enter as a Technician II on the computer technician pay scale.
- Computer technicians with successful completion of Comptia A+ Core 1 & 2 Certification would enter as a Technician III on the computer technician pay scale.

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13. Approve the recommendation of the Superintendent to incorporate the 2021 State teacher and support personnel pay raise into the JDPSB salary schedules as follows:

1. Certificated personnel to receive a gross yearly supplement of \$800 for a 9 month full-time position, subject to any applicable index or number of months worked according to adopted School Board procedures. Part-time personnel will receive one-half of the full-time increase.
2. Support personnel to receive a gross yearly supplement of \$400 per for a 9 month full-time position, subject to any applicable index based or number of months worked according to adopted School

Board procedures. Part-time personnel will receive one-half of the full-time distribution.

The base pay raise will essentially be funded by a dedicated increase in Level 3 MFP funding received from the state and any additional amounts that are indexed or for the number of months worked will be covered by local funds.

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14. Accept the following recommendations of the Superintendent for salary schedule :

- A. Add Salary Schedule line for Summer workers of \$10.00/hour.
- B. NOTE: The changes made during the year have been incorporated into the salary schedule.
 - 1. Coaching Supplement Schedule adopted in July 2020
 - 2. Index changes for principals that were adopted in May 2021.
 - 3. New Job descriptions that were adopted in the June 2021 meeting.
 - 4. Minor word clean up throughout schedules to remove changed items from several years.

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15. Accept Salary Formula effective July 1, 2021 with noted ranges for Compass rating system that would be effective for 21-22 evaluations to be included in the 22-23 base salary. Due to the adopted \$800 state salary increase issued for the 2021-2022 fiscal year, the three Compass rating ranges are updated to reflect the increase.

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INFORMATION/DISCUSSION:

- 1. Discussion of Salary index of Assistant Superintendent.
- B. Insurance - David Doise, Chairman
- C. Building & Grounds - Terry Leger, Chairman
- D. **POLICY COMMITTEE - REQUESTS FROM THE POLICY COMMITTEE CHAIRMAN, PHILLIP ARCENEUX, CHAIRMAN, THAT THE SCHOOL BOARD ADOPT THE FOLLOWING REVISED POLICY:**

- 1. The following is brought to us by JDP
Business and Personnel Transportation Management: File EDB
MOTOR VEHICLE DRIVING RECORD

The Supervisor of Transportation shall, at a minimum of ~~twice~~ once a year, submit a list of employees who drive School Board owned or leased vehicles to the Louisiana Department of Motor Vehicles for verification of driving records and for updating information provided to the insurer. This change will reflect the current requirement that is being required by law.

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***** ADDENDUM TO POLICY**

1. Motion to extend the following:

Emergency Paid Sick Leave (COVID-19 Pandemic): File GBRIBC

Effective: July 1, 2021

The United States Congress has enacted the *Families First Coronavirus Response Act* (FFCRA) to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. The provisions of this policy are based on the FFCRA that was in effect from April 1, 2020, until December 31, 2020. Although the provisions mandated by Congress expired on December 31, 2020, the Jefferson Davis Parish School Board extended the provisions for *Emergency Paid Sick Leave* until June 30, 2021, for those employees who have not used their allotted benefits and is requesting another extension until January 1, 2022.

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- 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 following amended 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

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 expectations for teacher/learner behavior and uses monitoring techniques to facilitate learning.
- 2. Follows a daily and time schedule authorized by the curriculum supervisors.
- 3. Spends any additional time within the work day at the district-designated site unless permission is obtained from the curriculum supervisor to leave for emergency and/or professional meetings.

4. Notifies the curriculum supervisor in case of absence.
5. Takes all necessary and reasonable precautions to protect equipment, materials and facilities.
6. Develops a realistic Professional Growth Plan based on a clear perception of his/her limitations and capabilities and the reality of his/her situation.
7. Exhibits professional and ethical behavior.
8. Follows the 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.
12. Follows Jefferson Davis Parish accounting procedures when requesting the purchase of supplies.
13. Follows the mandates of Louisiana Components of Effective Teaching.
14. Models/Demonstrates lessons in classrooms and at district professional learning meetings.
15. Conducts one self-evaluation per year.
16. Is observed/evaluated by the curriculum supervisor.
17. Understands that job description and duties are subject to modification as needed by curriculum supervisors.
18. Performs all duties with a positive attitude and team spirit.

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 teaching strategies.
4. Assists teachers in designing and delivering effective instruction.
5. Observes classroom instruction, provides tactful, constructive feedback, which includes realistic next steps.
6. Prepares forms, records, reports and documentation as needed.

In the area of Assessment:

1. Assists teachers in the development of curriculum-aligned, standards-based assessments to measure student learning.
2. Assists teachers in implementing continuous progress monitoring of student learning.
3. Meets regularly with the curriculum supervisor to review overall student assessment data and assess progress toward grade-level goals.
4. Assists teachers in analyzing data from formative classroom assessments to make adjustments in delivery of instruction and classroom interventions.

In the area of Interventions:

1. Helps teachers analyze formative and summative assessment data to meet the specific needs of all students.
2. Assists teachers with the implementation of differentiated instruction based on formative assessment data.
3. Guides teachers on how to set individual student achievement goals.

In the area of Professional Development:

1. Participates fully in all district-required professional development.
2. Collaborates with curriculum supervisors to identify teacher/campus/district professional development needs.
3. Attends all district meetings as directed.

TERMS OF EMPLOYMENT: 9 months

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

Approved by: _____ Date: _____
 Reviewed and
 Agreed to by: _____ Date _____

Approved by: _____ Date _____
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2. Grant permission to Superintendent Credeur to enter into a contract with Entergy Louisiana, LLC to provide electrical services and exterior lighting to new Jennings Elementary School.

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3. Approve the following areas of critical shortage for the 2021-2022 school session: Special Education, Speech Therapist/Pathologist, 6-12 Math, 6-12 Science, 6-12 English, 6-12 Social Studies, 6-12 Business Education, 6- 12 Spanish, 6-12 French, FACS, Bus Driver, Counselor and Administration. These critical shortage areas will be referenced for purposes of tuition reimbursement and for compass salary schedule and for retire-rehire recommendations.

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4. Grant permission to Superintendent Credeur to enter into a Cooperative Endeavor Agreement with Sowela for Dual enrollment.

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5. Declare the Elton High middle school dressing room (#108 temporary building) as surplus, damaged by Hurricane Laura/Delta and seek bids to sell and move the building for scrap value.

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***** ADDENDUM TO NEW BUSINESS**

1. Approve the following non-faculty coach upon completion of LHSAA coaching course certification and Board policy requirements:
 1. Cody Guidry, HHS Jr. High and High School girls and boys basketball and track and cross country.
 2. Travis Martin, FES Jr. High basketball and track.

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2. Declare the following items as surplus and send to the next available public auction:
 1. Child Nutrition Program - Hoshizaki Ice Maker (Model Number KM900MAH; Serial Number Q05177A) from JHS.

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3. Accept the recommendation from Superintendent Credeur for the most suitable Project Manager for Current and Future Disasters from the RFP's received on July 9, 2021. The three RFQ/P's received were from Safework, Sulzer Group and Volkert.

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IX. INFORMATION

1. Public Notice - The Jefferson Davis Parish School Board 2021-2022 Pupil Progression Plan Committee will meet at the Jefferson Davis Parish School Board Office on Monday, August 9, 2021 at 1:30 p.m.
The Jefferson Davis Parish School Board will be considering the 2021-2022 Pupil Progression Plan in addition to the monthly agenda at its monthly meeting on Thursday, August 19th, 2021.
2. Condolences are extended to the families of:
 1. McArthur Lemonie, Bus Operator, who retired in 1992 with 18 years of service.
 2. Leola M. Prejean, Cafeteria Tech, who retired in 1988 with 13 years of service.

X. PERSONNEL CHANGES

A. Personnel appointments as determined by the Superintendent:

1. Name **HEIDI DUPLANTIS**, Principal, LAHS, effective 07/28/21, re: Stacey Dickens transfer.
2. Name **REBEKAH MCMILLIN**, JWES Interventionist/Administrative Assistant, effective 08/05/21, re: New position.
3. Name **KIMBERLY HARDY**, JHS Assistant Principal, effective 07/28/21, re: Sheri Lacoste resignation.

B. Personnel changes:

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

1. Kyle Collins, EHS Teacher/Coach, re: Cindy Morse transfer.
2. Ashlyn Reed, LAES SPED Para, re: Faline Daniels transfer.
3. Heidi Sauble, LAES Teacher, re: Heather Hanks transfer to Curriculum Coach.
4. Tuesdi Stipek, LAES SPED Teacher, re: Jill Ortego transfer.
5. Samantha Carrier, JWES Teacher, re: Mandy Segura transfer to Curriculum Coach.
6. Katherine Walls, LAES Teacher, re: Johnette Rogers retirement.
7. Meaghanne Viator, WES Teacher, re: Melissa Soileau transfer to Curriculum Coach.
8. Leah Marlow, EES Teacher, re: Mary Spell transfer.
9. Justin Welch, WAR Teacher, re: Tracy Kibodeaux transfer to Curriculum Coach.
10. Travis Schultz, LHS ESSER P.E. Teacher, re: New position.
11. Lanna Haymon, LHS Business Teacher, re: Stephanie Desormeaux Resignation.
12. Lakyn Ringuet, WES Teacher, re: Melanie Lee transfer.
13. Carlie Matherne, JHS Teacher, re: Alexis Hargroder transfer.
14. Troy Miller, Warehouse/Tech Center, Technology Tech, effective 06/30/21, re: New Position.
15. Courtney Roland Lege JWES Teacher, re: Christian McCone resignation.
16. Frances Bellard Guidry, LAHS Teacher, re: Morgan Woods resignation.
17. Brendan Laughlin, EES ESSER P.E. Teacher, re: New position.
18. Sydney Augustine, EES Teacher, re: Desiree Young grade transfer.
19. Stephanie Gauthreaux, WHS Business Teacher, re: Gabrielle Peltier resignation.
20. Chelsea Deculus, JES Teacher, re: Donna Walker.
21. Haley Cooley, LAES ESSER P.E. Teacher, re: New position.
22. Lydia Faulk, JHS Teacher, re: Alyce Curry resignation.
23. Jennifer Fontenot Peloquin, WES ESSER P.E. Teacher, re: New position.
24. Madison David, JWES Teacher, re: Christine Baccigalopi retirement.
25. April Moore, HHS FACS Teacher, re: Critical shortage.
26. Marla Fontenot, JES Cafeteria Tech, re: Kosette Stewart transfer.
27. Teisha Rogers, LAE Cafeteria Tech, re: Mary Brousard retirement.
28. Christian Blair, JHS Title I Behavior Interventionist, re: new position.
29. Hailey Solari, LAES Teacher, re: Rachel Simon, transfer to Curriculum Coach.
30. Kyla Scogin, Curriculum Coach, re: new position.
31. Michelle Benson, LAES SPED Teacher, re: New position.
32. Carole Chavanne, LHS SPED Teacher, re: Cynthia LeLeaux resignation.
33. Kelsi Rea, LHS Teacher, re: Kayla McKay transfer.

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

1. Mary Spell, EES Teacher to JES Librarian, re: Rachelle Trahan transfer.
2. Laurie Comeaux, WES/WHS Custodian to WES Custodian, effective 06/17/21, re: Margaret Duplichane.

3. Rachelle Trahan, JES Librarian to LHS Teacher, re: Ladonna Singletary Retirement.
4. Cleo Williams JES Assistant Principal to LAE Assistant Principal, effective 07/01/21, re: Maura Guillory promotion to Principal.
5. Janet Conner, LAE Title I Interventionist to LAE P.E. ESSER Teacher, re: New Position.
6. Maura Guillory, LAE Assistant Principal to LAE Principal, re: Donna Woods Retirement.
7. Kosette Stewart, JES Cafeteria Tech to EHS Cafeteria Manager, effective 08/02/21, re: Casie Fox transfer.
8. Phyllis Langley, WES Pre K. Para to WES Kindergarten Para, re: assist with SPED students.
9. Casie Fox, EHS Cafeteria Tech to JHS Cafeteria Tech, re: Michelle Trahan Transfer.
10. Erin Dugas, JES Teacher to JHS Teacher, re: Holly Biessenberger transfer.
11. Margaret Duplechan, WES Custodian to WES/WHS Custodian, effective 06/17/21 re: Laurie Comeaux transfer.
12. Mica Reinsch, HHS Teacher to FES Teacher, re: Christine Landry
13. Elizabeth McCleery, JES Teacher to JHS Teacher, re: Rachelle Beaufeof Transfer.
14. Doreen Harrington, LAES 3rd grade Teacher to LAES 4th grade Teacher, re: Rachel Simon.
15. Dianna Parsley, JHS Sweeper to JHS Custodian, 07/12/21, re: Shelia Landry retirement.
16. Sabrina Zaunbrecher, JHS 7th/8th grade counselor to LAHS Counselor, re: Cecilia Jernigan resignation.
17. Stacey Dickens, LAHS Assistant Principal to JES Assistant Principal, effective 07/01/21 re: Cleo Williams transfer.

RESIGNATION

1. Stephanie Desormeaux, LHS Business Teacher, 06/10/21.
2. Cynthia LeLeaux, LHS SPED Teacher, 06/16/21.
3. Sherri LaCoste, JHS Assistant Principal, 06/10/21.
4. Kaleb Bergeaux, WHS Teacher, 06/30/21.
5. Morgan Woods, LAES Teacher, 06/24/21.
6. Jessica Guillory, EHS Teacher, 06/29/21.
7. Cecilia Jernigan, LAHS Academic Advisor, 07/01/21.

RETIREMENTS

1. LaDonna Singletary, LHS Teacher, 06/14/21, with 29.60 years of service.
2. Vickie Sketoe, LAHS Teacher/Coach, 10/01/21, with 33 years of service.
3. Barbara Miller, JHS Para, 05/05/21, Disability retirement with 17 years of Service.
4. Ulis A. Capdeville, CNP Warehouse, Child Nutrition Program Driver, 12/31/21, with 34 years of service.
5. Shelia Landry, JHS Custodian, 07/01/21, with 5.5 years of service.

XI. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION

XII. EXECUTIVE SESSION

A. Motion to enter into Executive session.

MOTION BY:	SECONDED BY:	PUBLIC COMMENT	DISCUSSION	VOTE
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B. Motion to resume in regular session.

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XIII. ADJOURN

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IN COMPLIANCE WITH STATE LAW, A COPY OF THIS AGENDA ADDENDUM WAS POSTED IN A CONSPICUOUS PLACE AT THE MEETING PLACE OF SAID BOARD WEDNESDAY, JULY 14, 2021 BY 3:00 P.M.

IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE, PLEASE CONTACT DEBBIE AT 337-824-1834 DESCRIBING THE ASSISTANCE THAT IS NECESSARY.