



**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](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 recorded. The live-stream link will be available after the meeting on the district website at [www.jeffersondavis.org](http://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](http://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.

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| 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.**

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**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 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 \_\_\_\_\_

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Agreed to 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 2020-2021 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 compas 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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**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 19<sup>th</sup>, 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**

**XI. SUPERINTENDENT’S COMMENTS NOT REQUIRING BOARD ACTION**

**XII. EXECUTIVE SESSION**

- A. Motion to enter into Executive session.

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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 THURSDAY, JULY 8, 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.