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SMPSB

Superintendent

Director of Operations

Chief Financial Officer

**Supervisor of
Human Resources**

Principals

**Director of
Curriculum and Instruction
and Director of
Federal Programs**

Maintenance

Transportation

**Information
Technology**

**Sales
Tax**

Accounting

**Early Childhood &
Parental Involvement**

Math

Reading

**Special
Services**

**Child
Nutrition**

**Child Welfare
and Attendance**

**Technology
Virtual Program**

**Instructional
Technology**

**Elementary
Education**

**Secondary
Education**

**Continuing
Education**

**Capital
Outlay**

**School Board
Properties**

**Data
Processing**

Tech Support

Print Shop

PreK - 5

6 - 8

9 - 12

**Health
Centers**

JCEP/PAC

Truancy

**Safe & Drug
Free Schools**

SUPERVISORY STAFF ASSIGNMENTS

HENRY DEROUSELLE

DIRECTOR OF OPERATIONS

Maintenance/Operations
Transportation
Weather/Emergency Procedures
Safety
Capital Outlay
School Board Properties
Leases
Desegregation Compliance & Implementation Officer

GAIL DALCOURT

DIRECTOR OF CURRICULUM & INSTRUCTION

PreK-12 Supervision
Curriculum, Instruction, and Assessments (PreK-12)
Bulletin 741 Compliance
Pupil Progression Plan
Teacher Information Handbook
Professional Development
C & I Budgets and Grants
Title II Professional Development Budget
School Accreditation
Instructional Materials
Textbooks
Supervision of CWA/Health Centers/Alternative Program
(JCEP)
Virtual Program and Instructional Technology Program
Science, Technology, Engineering, and Mathematics
(STEM) Program
TAP Program and District Point of Contact
District Point of Contact for Curriculum Vendors and
Consultants
Response to Intervention (RTI)
School Building Level Committee (SBLC)
District Curriculum Team
District Curriculum Implementation Walkthroughs
Travel (K-12)
Extra Pay Timesheets
Fieldtrips (K-12)
Lesson Plan Guidelines
Grading Policies
LAB/Content Leaders

CASEY BROUSSARD

CHIEF FINANCIAL OFFICER

Business Office Operations
School Finance
Purchasing
Fixed Assets
Insurance
Minimum Foundation Reporting
Print Shop
Worker's Compensation/Injuries
Technology

SUPERVISORY STAFF ASSIGNMENTS (cont'd.)

PAMELA JORDAN

DIRECTOR OF FEDERAL PROGRAMS

Title I Program
Title III Program
Title IV Program
Title V Program
Title X Program
IDEA Grant
Special Education Program
Even Start
Parental Involvement
State School Improvement Grant
CSRP/Comprehensive School
FIE Grant/Funds in Education
Early Childhood Education (Pre-K)
Title I (Pre-K – 8)
Education Excellence Fund Grant (EEF)
Community Service Agency Collaboration Program
Child Nutrition Program
Fine Arts Fair
School Improvement Plans
eGrant Super App

MATTHEW RODRIGUES

SUPERVISOR OF SALES TAX

Parishwide Sales Tax

ANTHONY POLOTZOLA

SUPERVISOR OF HUMAN RESOURCES & DISTRICT ATHLETIC DIRECTOR

Employee Placement/Evaluations
Athletics
Drug Screening of Student Athletes
New Teacher Induction Program
Recruitment
United Way
Teacher Licensure & Certification
Retirement, Resignations, DROP & Disability
Employee Recognition Program
Paraprofessional Qualifications
COMPASS/Employee Evaluations
Climate and Culture
AESOP and Attendance Tracking
Principal, Teacher and Support Person of the Year
Student Teacher Placements
District Education Leader Institute
Staffing
Employee Accidents/Workers Comp
PIPS Reporting
Litigations

SARAH ALLEN

SUPERVISOR I OF ELEMENTARY EDUCATION (K-5)

K-5 Supervision
Elementary Curriculum & Instruction Budgets
Intervention Programs
Summer Remediation, Elementary (Academic & Remedial)
SFA Travel for Elementary Schools
TAP Schools
Student Accidents
Foreign Language

SUPERVISORY STAFF ASSIGNMENTS (cont'd.)

DANIEL LEBOEUF

SUPERVISOR I OF SECONDARY EDUCATION (6-12)

6-12 Supervision
Instructional Content
Career and Tech Education Operations/Jumpstart
Secondary Curriculum & Instruction Budgets
Remediation Programs (EOC)
Summer School, Secondary (Academic & Remedial)
Health/Sex Education Program
Science Fair
Connections
Act 1124 Career Activities
Field Trips
Testing and Accountability

MELANIE TAYLOR

SUPERVISOR I, Title I (K-4)

Reading (K-4)
Mathematics (K-4)
Migrant Education Program (MEP)
Math Fair
Title I Binder
Poverty Education
Homeless Education
English Language Learner (ELL)
St. Bernard Catholic School Liaison

NICOLE ANGELLE

SUPERVISOR I, Family Involvement and Early Childhood

Family Involvement
Early Childhood Education (Pre-K)
8g Grant
LA-4
Education Excellence Fund Grant (EEF)
Dads for Children Program
Early Childhood Network Lead Agency

REDELL LOUIS

SUPERVISOR I OF TECHNOLOGY/LIBRARIES

K-12 Instructional Technology
Libraries
1:1 Technology Initiative
Student of the Year Recognition Program
Social Studies Fair
Web Sites
Grant Writing
E-Newsletter
Education Excellence Fund Grant (EEF)
Striving Readers Comprehensive Literacy Grant (SRCL)
For Inspiration and Recognition of Science and
Technology (FIRST)
STEM Program
Title IV
Redesign
Direct Student Services (DSS)
TAP Program
Content Leaders
3-5 Grade Band – ELA/SS
Technology Coordinators

SUPERVISORY STAFF ASSIGNMENT (cont'd.)

CHERYL MITCHELL

SUPERVISOR I, Special Services, Elementary (PK-5)

Special Services Supervision (PK-5)
Pupil Appraisal
Occupational/Physical Therapy (PK-5)
Infant/Toddler
IEPs (PK-5)
Self-Monitoring Process* (PK-5)
Extended School Year Services (ESYS)
Autism Team
Assistive Technology
Vision and Hearing
LAA-1 and significant disabilities
SPED Counseling Services
SPED Health Services
ESY

SHIRLEY THIBODEAUX

SUPERVISOR I, Special Services, Elementary (6-8)

Special Services Supervision (6-8)
Speech
EPSDT Program
Exceptional Children Program
Response to Intervention (RTI)
School Building Level Committee Process (SBLC)
504 Process
Early Intervening Services (EIS)
Dyslexia

MICHAEL HEBERT

SUPERVISOR I, Special Services, Secondary (9-12)

Special Services Supervision (9-12)
Occupational/Physical Therapy (9-12)
Transition Coordinator (9-12)
IEPs (9-12)
Self-Monitoring Process (9-12)
Title IX Compliance
Special Olympics
Homebound Program
Adaptive Physical Education (APE)

FREDERICK WILTZ

SUPERVISOR I OF CHILD WELFARE & ATTENDANCE

Attendance Monitoring & Reporting
Discipline Program
Alternative Programs
Home Study
Guidance Program
Drug Education Program (DFSCA)
Health Centers/Nurses
Attendance Zones
JCEP

LUCRETIA HERTZOCK

SUPERVISOR I

School Food Services

SUPERVISORY STAFF ASSIGNMENT (cont'd.)

KELLIE LEBLANC

SUPERVISOR I

K-12 Instructional Technology
District Website
School Websites
Virtual Learning Program
Academic Summer School
Compass/Value Added (CIS) Program
3-5 Grade Band Leader, Math & Science
LEAP Remediation
Online Registration for Professional Development
Online Professional Development Evaluation Process
Master Calendars – Google, Website
Oncourse Lesson Planner Accounts
Textbook Inventory
Read 180/System 44 Technology Admin
Accelerated Reader Yearly Setup
Compass Observations
Instructional Walkthroughs
iReady Technical Setup
Coordinates with IT for Clever setup
Professional Development in Danielson Rubric
Coordinates the use of Edgenuity on School Campuses
Oversees Virtual Learning Building

CHRISTINE FOSTER

SUPERVISOR OF COMPUTER SERVICES

Computer System Operations
LEADS Coordinator
Student Information System (SIS)

VICTORIA SINEGAL

Energy Management

KRISTY HULIN

**Drug Program Coordinator
Crisis Management**

MARY JOURNET

Truancy Coordinator (7-12)

ADRIENNE HUVAL

**School Based Health Center Coordinator
School Nurses
Coordinated School Health Services**

PIERRE DELCAMBRE

Maintenance Foreman

TINA PIERRE

Transportation Manager

D. A.'s Office

Truancy Program (Pre-K – 5/6)

2019-2020 School Liaison Assignments

<u>K-2</u>	Grade Band Assignment
Breaux Bridge Primary – M. Taylor	Grade 2
Cecilia Primary – M. Journet	JCEP
Early Learning Center – N. Angelle	PreK
Parks Primary – C. Mitchell	Kindergarten
St. Bernard Catholic School – M. Taylor	Grade 2
<u>3-5</u>	
Breaux Bridge Elementary – S. Allen	Grade 1
Teche Elementary – R. Louis	Grades 3, 4, 5 ELA, SS
Parks Middle – F. Wiltz	Middle School ELA, SS
Catahoula Elementary – N. Angelle	PreK
St. Martinville Primary – K. LeBlanc	Grades 3, 4, 5 Math
Stephensville Elementary – Directors	
<u>6-8</u>	
Breaux Bridge Jr. High – D. LeBoeuf	6-12 Math
Cecilia Jr. High – K. Hulin	JCEP
St. Martinville Jr. High – P. Jordan	Middle School ELA, SS
<u>9-12</u>	
Breaux Bridge High School – A. Polotzola	English
Cecilia High School – M. Hebert	Social Studies
St. Martinville High School – S. Thibodeaux	Middle School ELA, SS
College and Career Readiness Center – D. LeBoeuf	6-12 Math, CTE, Electives
JCEP – M. Journet	JCEP
Dr. Dalcourt	K-12 Science

* Directors will be assigned to an area of the district each week along with the Superintendent.

ST. MARTIN PARISH WEEKLY SCHOOL VISITATION FORM

VISITOR NAME

SCHOOL NAME

Is the campus clean and free of rubbish? Is the lawn neatly mowed and the sidewalks clear of dirt and debris? Are there dirt dobber nests, spider webs, or any other items that need to be cleaned?

☐ Yes ☐ No

Comments:

Are the restrooms, front office area, hallways and other work areas clean? Are the corners of rooms clean, the floor around toilets, inside locker rooms, and lobbies and entry ways clean?

☐ Yes ☐ No

Comments:

Are Hallways reasonably quiet, is the district dress code being followed, and is there good order in the school. Are duty teachers visible? Are teachers present at doorways or in halls during class exchanges? Are lower level students escorted to events and properly supervised?

☐ Yes ☐ No

Comments:

Is the staff in the front office (secretaries, curriculum coordinator, counselor, etc) friendly and welcoming to visitors?

☐ Yes ☐ No

Comments:

Are the classrooms quiet and are the students engaged in productive work? Are teachers actively monitoring and engaging with students?

☐ Yes ☐ No

Comments:

Is the tier 1 curriculum being implemented in the classrooms? Are students and teachers completing rigorous activities? Are teachers and students using academic language? Are there non-approved instructional or curricular materials present or being used?

☐ Yes ☐ No

Comments:

Are students using technology appropriately and are students collaborating to complete exercises? Is there evidence that classes are student led?

☐ Yes ☐ No

Comments:

VISITOR NAME

SCHOOL NAME

Something to Crow About:

Teacher:

Subject/Grade Level:

2019-2020 SCHOOL/EVALUATION ASSIGNMENTS

STAFF MEMBER	EVALUATION ASSIGNMENT
Allen Blanchard, Jr.	Directors CFO Anthony Polotzola Principals Clerical Staff
Casey Broussard	All Business Office Employees Christine Foster
Matthew Rodrigues	Tina Charles Melisa Brasseaux
Henry Derouselle	Pierre Delcambre Tina Pierre Clerical Staff
Gail Dalcourt	Frederick Wiltz Sarah Allen Daniel LeBoeuf Redell Louis Kellie LeBlanc Juanique Dugas Christina Riley Clerical Staff
Pamela Jordan	Melanie Taylor Cheryl Mitchell Lucretia Hertzock Michael Hebert Shirley Thibodeaux Nicole Angelle Doris Reese Virginia Champagne
Melanie Taylor	Lorena Roberts
Nicole Angelle	Brooke Richard
Shirley Thibodeaux	Kenya Goodie Rose Singleton Nicole Hamilton Tamika Joseph Bridget Theriot
Michael Hebert	Cora Siner Becky Burney Al Fuselier Glenda Verett Veronica Honoree Carol Warfield

Cheryl Mitchell	Tina Leonard Tina Harris Dana Ater Berry Kandice Bateast Lisa Martin Mia Vincent Dawn Richard Michelle Fontenot Toni Yuengel Katherine Dietzway Sarah Henagan
Christine Foster	Technology Staff
Kellie LeBlanc	Noelle Prados James Meaux Pamela Hebert Frederick Menard
Lucretia Hertzock	Lunch Employees
Frederick Wiltz	Khristy Hulin Mary Journet Adrienne Huval Chicora Shelton
Chicora Shelton	JCEP Staff
Pierre Delcambre	Maintenance Staff

2019-2020 ST. MARTIN PARISH SCHOOL BOARD MEETING DATES

All Finance Committee and Board Meetings are held on the first Wednesday of the month at the Department of Administration, 625 Corporate Blvd., Breaux Bridge, Louisiana.		
JULY 3, 2019	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
AUGUST 7, 2019	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING Maintenance Committee Meeting
SEPTEMBER 4, 2019	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
SEPTMEBER 18, 2019	4:00 P.M.	*Education Committee Meeting
OCTOBER 2, 2019	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
OCTOBER 3, 2019	8:00 A.M.	Principal/Cabinet Meeting
NOVEMBER 6, 2019	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING Maintenance Committee Meeting
NOVEMBER 20, 2019	4:00 P.M.	*Education Committee Meeting
DECEMBER 4, 2019	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
DECEMBER 6, 2019	8:00 A.M.	Principal/Cabinet Meeting
JANUARY 8, 2020	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING – ELECT OFFICERS
FEBRUARY 5, 2020	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
FEBRUARY 7, 2020	8:00 A.M.	Principal/Cabinet Meeting
FEBRUARY 19, 2020	4:00 P.M.	*Education Committee Meeting
MARCH 4, 2020	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
APRIL 1, 2020	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING – Honor Students of the Year
APRIL 22, 2020	4:00 P.M.	*Education Committee Meeting
APRIL 24, 2020	8:00 A.M.	Principal/Cabinet Meeting
MAY 6, 2020	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
JUNE 3, 2020	4:00 P.M. 5:00 P.M.	Finance Committee Meeting BOARD MEETING
TBD	8:00 A.M.	Data Fest

* Tentative Dates – Education Committee Meeting dates are reserved, however, notification of scheduled meetings will be provided as meetings are scheduled.

2019-2020 CABINET MEETINGS

July 1, 2019	8:00 A.M.	D.O.A.
August 5, 2019	8:00 A.M.	D.O.A.
September 3, 2019	8:00 A.M.	D.O.A.
September 30, 2019	8:00 A.M.	D.O.A.
November 4, 2019	8:00 A.M.	D.O.A.
December 2, 2019	8:00 A.M.	D.O.A.
January 6, 2020	8:00 A.M.	D.O.A.
February 3, 2020	8:00 A.M.	D.O.A.
March 2, 2020	8:00 A.M.	D.O.A.
March 30, 2020	8:00 A.M.	D.O.A.
May 4, 2020	8:00 A.M.	D.O.A.
June 1, 2020	8:00 A.M.	D.O.A.

2019-2020 PRINCIPAL/CABINET MEETINGS

October 3, 2019	8:00 A.M.	D.O.A.
December 6, 2019	8:00 A.M.	D.O.A.
February 7, 2020	8:00 A.M.	D.O.A.
April 24, 2020	8:00 P.M.	D.O.A.

***Times and dates may change due to scheduling conflicts. Staff will be notified.**