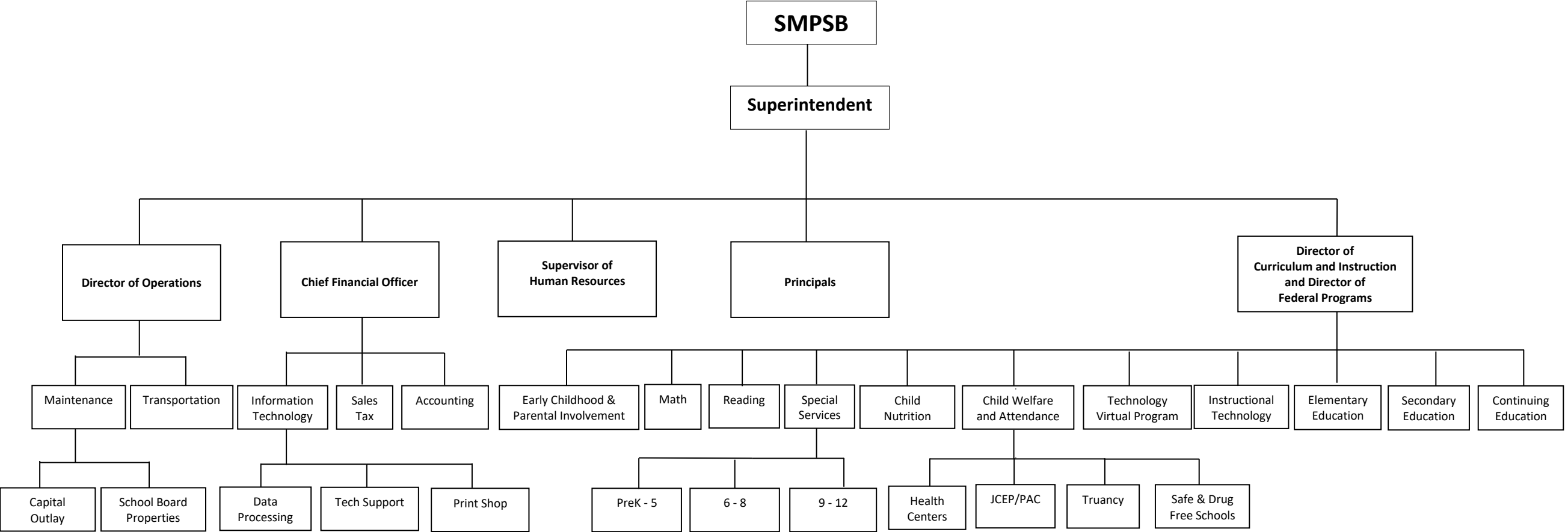




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## **SUPERVISORY STAFF ASSIGNMENTS**

**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

**SONYA LEE**

### **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.)**

**KEVIN DUGAS**

### **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 Manager**

**TINA PIERRE**

**Transportation Manager**

**D. A.'s Office**

**Truancy Program (Pre-K – 5/6)**

## 2021-22 School Liaison Assignments

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

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



## 2021-2022 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
Sonya Lee	Tina Charles
Henry Derouselle	Pierre Delcambre Tina Pierre Clerical Staff
Gail Dalcourt	Frederick Wiltz Sarah Allen Daniel LeBoeuf Redell Louis Kevin Dugas Juanique Dugas Christina Riley Clerical Staff
Pamela Jordan	Melanie Taylor Cheryl Mitchell Lucretia Hertzock Michael Hebert Shirley Thibodeaux Nicole Angelle Tabatha Dore Virginia Champagne
Melanie Taylor	Maria Dupuis
Nicole Angelle	Brooke Richard
Shirley Thibodeaux	Kenya Goodie Nicole Hamilton Kim Beazley Tamika Joseph
Michael Hebert	Cora Siner Becky Burney Glenda Verett Veronica Honoree Carol Warfield Bridget Theriot Rose Singleton Annette Baudoin

Cheryl Mitchell	Tina Leonard Tina Harris Dana Ater Berry Kandice Bateast Lisa Martin Wendy Breath Dawn Richard Michelle Fontenot Toni Yuengel Tonya Rogers
Christine Foster	Technology Staff
Kevin Dugas	Todd Angelle Karen Dupont Ashley Green Pamela Hebert
Lucretia Hertzock	Lunch Employees
Frederick Wiltz	Khristy Hulin Mary Journet Adrienne Huval Chicora Shelton
Chicora Shelton	JCEP Staff
Pierre Delcambre	Maintenance Staff

## 2021-2022 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 7, 2021	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
AUGUST 3, 2021	8:00 A.M.	Principal/Cabinet Meeting
AUGUST 4, 2021	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING Maintenance Committee Meeting
SEPTEMBER 1, 2021	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
SEPTEMBER 3, 2021	8:00 A.M.	Principal/Cabinet Meeting
SEPTEMBER 15, 2021	4:00 P.M.	*Education Committee Meeting
OCTOBER 6, 2021	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
OCTOBER 8, 2021	8:00 A.M.	Principal/Cabinet Meeting
NOVEMBER 3, 2021	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING Maintenance Committee Meeting
NOVEMBER 5, 2021	8:00 A.M.	Principal/Cabinet Meeting
NOVEMBER 17, 2021	4:00 P.M.	*Education Committee Meeting
DECEMBER 1, 2021	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
DECEMBER 3, 2021	8:00 A.M.	Principal/Cabinet Meeting
JANUARY 5, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING – ELECT OFFICERS
JANUARY 7, 2022	8:00 A.M.	Principal/Cabinet Meeting
FEBRUARY 2, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
FEBRUARY 4, 2022	8:00 A.M.	Principal/Cabinet Meeting
FEBRUARY 23, 2022	4:00 P.M.	*Education Committee Meeting
MARCH 9, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
MARCH 11, 2022	8:00 A.M.	Principal/Cabinet Meeting
APRIL 6, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING – Honor Students of the Year
APRIL 8, 2022	8:00 A.M.	Principal/Cabinet Meeting
APRIL 13, 2022	4:00 P.M.	*Education Committee Meeting
MAY 4, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
MAY 6, 2022	8:00 A.M.	Principal/Cabinet Meeting
JUNE 1, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
JUNE 3, 2022	8:00 A.M.	Principal/Cabinet Meeting
TBD	8:00 A.M.	Data Fest

\* Board Meetings will start at the conclusion of the Finance Committee meeting or at 5:00p.m., whichever is sooner.

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

## **2021-2022 CABINET MEETINGS**

August 2, 2021	8:00 A.M.	D.O.A.
August 30, 2021	8:00 A.M.	D.O.A.
October 4, 2021	8:00 A.M.	D.O.A.
November 1, 2021	8:00 A.M.	D.O.A.
November 29, 2021	8:00 A.M.	D.O.A.
January 3, 2022	8:00 A.M.	D.O.A.
January 31, 2022	8:00 A.M.	D.O.A.
March 7, 2022	8:00 A.M.	D.O.A.
April 4, 2022	8:00 A.M.	D.O.A.
May 2, 2022	8:00 A.M.	D.O.A.
May 30, 2022	8:00 A.M.	D.O.A.

## **2021-2022 PRINCIPAL/CABINET MEETINGS**

August 3, 2021	8:00 A.M.	D.O.A.
September 3, 2021	8:00 A.M.	D.O.A.
October 8, 2021	8:00 A.M.	D.O.A.
November 5, 2021	8:00 A.M.	D.O.A.
December 3, 2021	8:00 A.M.	D.O.A.
January 7, 2022	8:00 A.M.	D.O.A.
February 4, 2022	8:00 A.M.	D.O.A.
March 11, 2022	8:00 A.M.	D.O.A.
April 8, 2022	8:00 A.M.	D.O.A.
May 6, 2022	8:00 A.M.	D.O.A.
June 3, 2022	8:00 A.M.	D.O.A.

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