

# **ORGANIZATIONAL STRUCTURES**

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Heat Exhaustion Precaution

**Please refer to the St. Martin Parish Personnel Evaluation Plan  
for the following:**

Standards for Principals

COMPASS rubric

# PRINCIPALS' TO DO LIST

## DEADLINE: AUGUST 7, 2017

- \_\_\_\_ 1. Submit agenda for staff development in-service.
- \_\_\_\_ 2. Submit a plan for all students to be actively engaged on the first day of school.
- \_\_\_\_ 3. Submit Student Handbook. (Fred Wiltz)
- \_\_\_\_ 4. Submit bell schedules. (Fred Wiltz)
- \_\_\_\_ 5. Submit schedule for your Open House. (Superintendent)
- \_\_\_\_ 6. Develop, implement, and submit a plan for school procedures. (Not classroom.)

## DEADLINE: AUGUST 18, 2017

- \_\_\_\_ 2. Distribute and review Student Handbook with teachers and students.
- \_\_\_\_ 3. Distribute and review SMPSB Discipline Handbook with teachers and students.
- \_\_\_\_ 4. Review, approve, and post ALL classroom discipline plans.
- \_\_\_\_ 5. Submit names for the following:
  - a) Members of Chain of Command
- \_\_\_\_ 6. Submit contact person for the Discipline Policy Review committee representative

## DEADLINE: September 29, 2017

- \_\_\_\_ Teachers' SLTs must be submitted and accepted by the building principal.

## DEADLINE: October 13, 2017

- \_\_\_\_ 1. Submit YOUR individual Student Learning Target to Dr. Beebe for approval.  
(This will be discussed individually.)
- \_\_\_\_ 2. Finalize and submit class schedules/adjust class sizes.

**\*\*Submit all items on the Principal's To Do List to A. Polotzola or designated supervisor in Electronic Format via email. Please send in one scanned file.**

# END OF THE YEAR CHECK-OUT

## 2017-2018

### PRE-K – 6

SCHOOL	PRINCIPAL	DATE
<b>MATERIALS AND RECORDS DUE IN OFFICE ON OR BEFORE THE END OF THE SESSION</b>		
<b>Bring this form with you when you check out.</b>		<b>TURNED IN?</b> <b>YES      NO</b>
<b>1. BUSINESS OFFICE (C. Broussard and her staff)</b>		
A. Report on School Activity Funds <ul style="list-style-type: none"> <li>- Explanation of significant deposits</li> <li>- Explanation of significant expenditures</li> <li>- Explanation of unusual transactions</li> <li>- Explanation of unresolved errors or discrepancies</li> </ul>		
A. Petty Cash and related Petty Cash Records <ul style="list-style-type: none"> <li>- Invoices and receipts used for all petty cash reimbursements</li> <li>- Petty Cash count sheets for each count made during the year</li> </ul>		
C. Bank reconciliations through current date – May and June by July 15 <sup>th</sup> <ul style="list-style-type: none"> <li>- School activity funds – May</li> <li>- School activity funds – June</li> <li>- Lunch Fund – May</li> <li>- Lunch Fund - June</li> </ul>		
D. Copy of Bank Statements for <ul style="list-style-type: none"> <li>- School activity funds – May</li> <li>- School activity funds – June</li> <li>- Lunch fund – May</li> <li>- Lunch fund - June</li> </ul>		
E. Bank deposit forms and collection forms – as requested		
F. Explanation and data on fund raisers <ul style="list-style-type: none"> <li>- End of year report – recap of all fundraisers</li> <li>- Principal approval form of each fund raiser activity</li> </ul>		
G. Updated Fixed Asset Listing		
H. Updated Listing of Employee belongings in the School		
I. Purchasing card logs <ul style="list-style-type: none"> <li>- Fuelman</li> <li>- Walmart</li> <li>- Any other</li> </ul>		
J. Open Purchase Order listing - explanation for any that need to remain open (all others should be closed)		
<b>2. CHILD WELFARE AND ATTENDANCE (F. Wiltz)</b>		
A. ***K – 8 School Principals		
1) List of Non-Promotions		
2) Denial of Credit Information		
3) List of students sent to alternative programs		
▪ Regular Education		
▪ Special Education		
<b>3. CURRICULUM AND INSTRUCTION (G. Dalcourt)</b>		
A. 2017-2018 A-Team (Final Grades) / Perfect Attendance		
B. Final RTI/SBLC Log		
<b>5. SCHOOL FOOD SERVICE PROGRAM (C. Blanchard)</b>		
A. Undercollections (if any)		

	B. Lunch fund system refund transaction receipts for lunch refunds (if not previously sent with May reports) Bank validated deposit slips, documentation of collection on year-end under collection report, and corresponding check to remit those collections to SMPSB.		
<b>7.</b>	<b>SECONDARY EDUCATION (Laura Turpeau)</b>		
	A. Act 1124 Activities for 2017-2018		

**\*\*When form is complete, please sign and return to Mr. Al Blanchard, Director of Human Capital and Operations.**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**

**END OF THE YEAR CHECK-OUT**

2017-2018

7 – 12

SCHOOL	PRINCIPAL	DATE
<b>MATERIALS AND RECORDS DUE IN OFFICE ON OR BEFORE THE END OF THE SESSION</b>		
Bring this form with you when you check out.		<b>TURNED IN?</b> <b>YES</b> <b>NO</b>
<b>1. BUSINESS OFFICE (C. Broussard and her staff)</b>		
A. Report on School Activity Funds <ul style="list-style-type: none"> <li>- Explanation of significant deposits</li> <li>- Explanation of significant expenditures</li> <li>- Explanation of unusual transactions</li> <li>- Explanation of unresolved errors or discrepancies</li> </ul>		
B. Petty Cash and related Petty Cash Records <ul style="list-style-type: none"> <li>- Invoices and receipts used for all petty cash reimbursements</li> <li>- Petty Cash count sheets for each count made during the year</li> </ul>		
C. Bank reconciliations through current date – May and June by July 15 <sup>th</sup> <ul style="list-style-type: none"> <li>- School activity funds – May</li> <li>- School activity funds – June</li> <li>- Lunch Fund – May</li> <li>- Lunch Fund – June</li> </ul>		
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G. Updated Fixed Asset Listing		
H. Updated Listing of Employee belongings in the School		
I. Purchasing card logs <ul style="list-style-type: none"> <li>- Fuelman</li> <li>- Walmart</li> <li>- Any other</li> </ul>		
J. Open Purchase Order listing - explanation for any that need to remain open (all others should be closed)		
<b>2. CHILD WELFARE AND ATTENDANCE (F. Wiltz)</b>		
A. Middle School Principals (SEE PAGE 1)		
1) List of Non-Promotions		
B. High School Principals		
1) Denial of Credit Information		
2) List of Dropouts and reasons		
3) List of students sent to alternative programs		
▪ Regular Education		
▪ Special Education		
<b>3. CURRICULUM AND INSTRUCTION (G. Dalcourt)</b>		
A. 2017-2018 A-Team (Final Grades) / Perfect Attendance		
B. Graduating Seniors Report (High Schools)		
C. Final RTI/SBLC Log		
<b>5. SCHOOL FOOD SERVICE PROGRAM (C. Blanchard)</b>		
A. Undercollections (if any)		
B. Lunch fund system refund transaction receipts for lunch refunds (if not previously sent with May reports) Bank validated deposit slips, documentation of collection on year-end under collection report, and corresponding check to remit those collections		

	to SMPSB		
7.	<b>SECONDARY EDUCATION (Laura Turpeau)</b>		
	A. Act 1124 Activities for 2017-2018		

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Director of Human Capital and Operations.**

\_\_\_\_\_  
**Principal**

\_\_\_\_\_  
**Date**