

ORGANIZATIONAL STRUCTURES

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Concussion Awareness Course

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 6, 2018

- ___ 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.)
- ___ 7. Retrieve and distribute login credentials (JCampus) (Christine Foster)

DEADLINE: AUGUST 20, 2018

- ___ 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 28, 2018

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

DEADLINE: October 12, 2018

- ___ 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
2018-2019
PRE-K – 6

SCHOOL	PRINCIPAL	DATE
MATERIALS AND RECORDS DUE IN OFFICE ON OR BEFORE THE END OF THE SESSION		
Bring this form with you when you check out.		TURNED IN? YES NO
1. BUSINESS OFFICE (C. Broussard and her staff)		
A. Report on School Activity Funds <ul style="list-style-type: none"> - Explanation of significant deposits - Explanation of significant expenditures - Explanation of unusual transactions - Explanation of unresolved errors or discrepancies 		
A. Petty Cash and related Petty Cash Records <ul style="list-style-type: none"> - Invoices and receipts used for all petty cash reimbursements - Petty Cash count sheets for each count made during the year 		
C. Bank reconciliations through current date – May and June by July 15 th <ul style="list-style-type: none"> - School activity funds – May - School activity funds – June - Lunch Fund – May - Lunch Fund - June 		
D. Copy of Bank Statements for <ul style="list-style-type: none"> - School activity funds – May - School activity funds – June - Lunch fund – May - Lunch fund - June 		
E. Bank deposit forms and collection forms – as requested		
F. Explanation and data on fund raisers <ul style="list-style-type: none"> - End of year report – recap of all fundraisers - Principal approval form of each fund raiser activity 		
G. Updated Fixed Asset Listing		
H. Updated Listing of Employee belongings in the School		
I. Purchasing card logs <ul style="list-style-type: none"> - Fuelman - Walmart - Any other 		
J. Open Purchase Order listing - explanation for any that need to remain open (all others should be closed)		
2. CHILD WELFARE AND ATTENDANCE (F. Wiltz)		
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		
3. CURRICULUM AND INSTRUCTION (G. Dalcourt)		
A. 2018-2019 A-Team (Final Grades) / Perfect Attendance		
B. Final RTI/SBLC Log		
5. SCHOOL FOOD SERVICE PROGRAM (L. Hertzock)		
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 SMP SB.		
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****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
2018-2019
7 – 12

SCHOOL	PRINCIPAL	DATE
MATERIALS AND RECORDS DUE IN OFFICE ON OR BEFORE THE END OF THE SESSION		
Bring this form with you when you check out.		TURNED IN? YES NO
1.	BUSINESS OFFICE (C. Broussard and her staff)	
	A. Report on School Activity Funds <ul style="list-style-type: none"> - Explanation of significant deposits - Explanation of significant expenditures - Explanation of unusual transactions - Explanation of unresolved errors or discrepancies 	
	B. Petty Cash and related Petty Cash Records <ul style="list-style-type: none"> - Invoices and receipts used for all petty cash reimbursements - Petty Cash count sheets for each count made during the year 	
	C. Bank reconciliations through current date – May and June by July 15 th <ul style="list-style-type: none"> - School activity funds – May - School activity funds – June - Lunch Fund – May - Lunch Fund – June 	
	D. Copy of Bank Statements for <ul style="list-style-type: none"> - School activity funds – May - School activity funds – June - Lunch fund – May - Lunch fund - June 	
	E. Bank deposit forms and collection forms – as requested	
	F. Explanation and data on fund raisers <ul style="list-style-type: none"> - End of year report – recap of all fundraisers - Principal approval form of each fund raiser activity 	
	G. Updated Fixed Asset Listing	
	H. Updated Listing of Employee belongings in the School	
	I. Purchasing card logs <ul style="list-style-type: none"> - Fuelman - Walmart - Any other 	
	J. Open Purchase Order listing - explanation for any that need to remain open (all others should be closed)	
2.	CHILD WELFARE AND ATTENDANCE (F. Wiltz)	
	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 <ul style="list-style-type: none"> ▪ Regular Education ▪ Special Education 	
3.	CURRICULUM AND INSTRUCTION (G. Dalcourt)	
	A. 2018-2019 A-Team (Final Grades) / Perfect Attendance	
	B. Graduating Seniors Report (High Schools)	
	C. Final RTI/SBLC Log	
5.	SCHOOL FOOD SERVICE PROGRAM (L. Hertzock)	
	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.	SECONDARY EDUCATION (Laura Turpeau)		
	A. Act 1124 Activities for 2018-2019		

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

Principal

Date