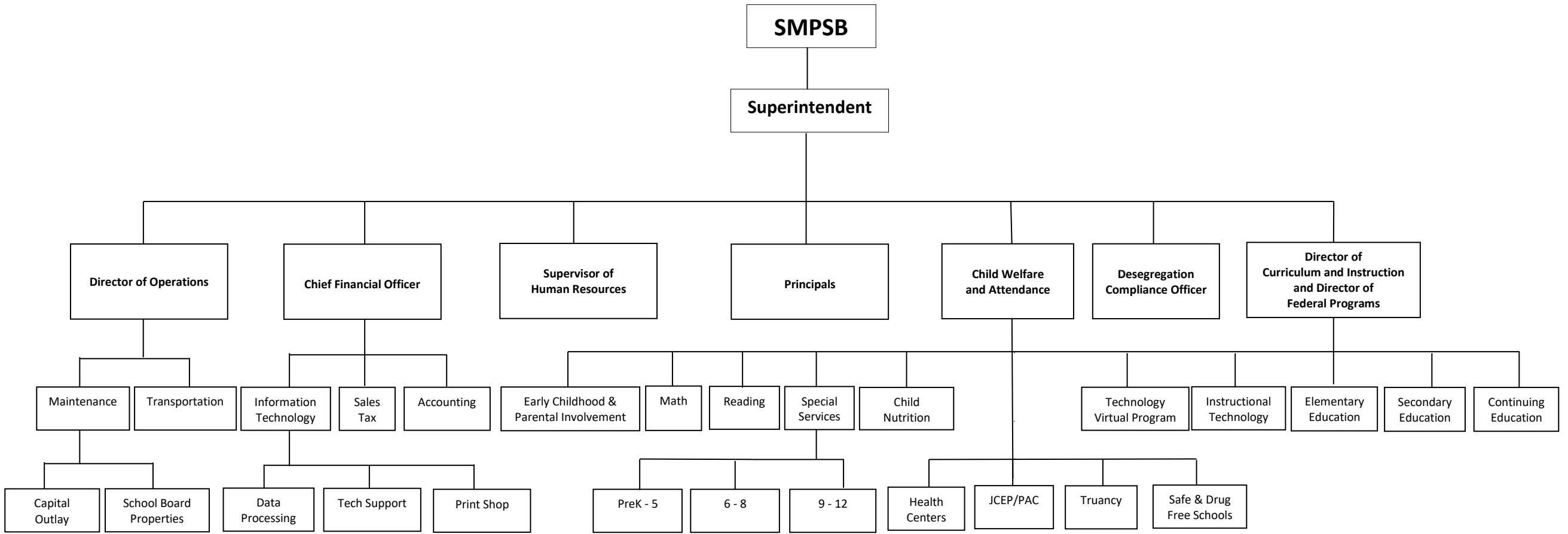




Table of Contents...

Organizational Chart.....	1
Assignments	
Supervisory Staff.....	2-6
School.....	7
Evaluation.....	8-9
Meetings	
School Board.....	10
Cabinet and Principal/Cabinet.....	11



SUPERVISORY STAFF ASSIGNMENTS

FREDERICK WILTZ

DESEGREGATION COMPLIANCE OFFICER

Desegregation Compliance
Desegregation Reporting
School Safety

HENRY DEROUSELLE

DIRECTOR OF OPERATIONS

Maintenance/Operations
Transportation
Weather/Emergency Procedures
Safety
Capital Outlay
School Board Properties
Leases

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
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

JAX ROBERTS

MANAGER OF SALES TAX

Parish-wide Sales Tax

JULIE LAVIOLETTE

**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.)

CHAREE THERIOT

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)

KEVIN BONHOMME

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
Construction
School Safety

TINA PIERRE

Transportation Manager
Bus Safety
Routing

D. A.'s Office

Truancy Program (Pre-K – 5/6)

2022-23 School Liaison Assignments

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

2022-2023 SCHOOL/EVALUATION ASSIGNMENTS

STAFF MEMBER	EVALUATION ASSIGNMENT
Allen Blanchard, Jr.	Directors CFO Frederick Wiltz Kevin Bonhomme Julie Laviolette Principals Clerical Staff
Casey Broussard	All Business Office Employees Christine Foster
Jax Roberts	Tina Charles Dana Romero
Henry Derouselle	Pierre Delcambre Tina Pierre Clerical Staff
Gail Dalcourt	Sarah Allen Charee Theriot Redell Louis Kevin Dugas Christina Riley Clerical Staff
Pamela Jordan	Melanie Taylor Cheryl Mitchell Lucretia Hertzock Michael Hebert Shirley Thibodeaux Nicole Angelle Tabatha Dore Kassy Casey
Melanie Taylor	Carolina Pride
Nicole Angelle	Brooke Richard
Shirley Thibodeaux	Kenya Goodie Nicole Hamilton Kim Beazley Michelle Boyd
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 Michelle Fontenot Toni Yuengel Tonya Rogers Rachel Griffin
Christine Foster	Technology Staff
Kevin Dugas	Todd Angelle Karen Dupont Ashley Green Pamela Hebert
Lucretia Hertzock	Lunch Employees
Kevin Bonhomme	Khristy Hulin Mary Journet Adrienne Huval Chicora Shelton
Chicora Shelton	JCEP Staff
Pierre Delcambre	Maintenance Staff

**2022-2023 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 13, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
JULY 27, 2022	8:00 A.M.	Principal/Cabinet Meeting
AUGUST 3, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING Maintenance Committee Meeting
SEPTEMBER 7, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
SEPTEMBER 9, 2022	8:00 A.M.	Principal/Cabinet Meeting
SEPTEMBER 14, 2022	4:00 P.M.	*Education Committee Meeting
OCTOBER 5, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
OCTOBER 7, 2022	8:00 A.M.	Principal/Cabinet Meeting
NOVEMBER 2, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING Maintenance Committee Meeting
NOVEMBER 4, 2022	8:00 A.M.	Principal/Cabinet Meeting
NOVEMBER 16, 2022	4:00 P.M.	*Education Committee Meeting
DECEMBER 7, 2022	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
DECEMBER 9, 2022	8:00 A.M.	Principal/Cabinet Meeting
JANUARY 11, 2023	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING – ELECT OFFICERS
JANUARY 13, 2023	8:00 A.M.	Principal/Cabinet Meeting
FEBRUARY 1, 2023	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
FEBRUARY 3, 2023	8:00 A.M.	Principal/Cabinet Meeting
FEBRUARY 15, 2023	4:00 P.M.	*Education Committee Meeting
MARCH 1, 2023	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
MARCH 3, 2023	8:00 A.M.	Principal/Cabinet Meeting
APRIL 5, 2023	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING – Honor Students of the Year
APRIL 6, 2023	8:00 A.M.	Principal/Cabinet Meeting
APRIL 19, 2023	4:00 P.M.	*Education Committee Meeting
MAY 3, 2023	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
MAY 5, 2023	8:00 A.M.	Principal/Cabinet Meeting
JUNE 7, 2023	4:00 P.M. 5:00 P.M.	Finance Committee Meeting *BOARD MEETING
JUNE 9, 2023	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.

2022-2023 CABINET MEETINGS

August 1, 2022	8:00 A.M.	D.O.A.
September 6, 2022	8:00 A.M.	D.O.A.
October 3, 2022	8:00 A.M.	D.O.A.
October 31, 2022	8:00 A.M.	D.O.A.
December 5, 2022	8:00 A.M.	D.O.A.
January 9, 2023	8:00 A.M.	D.O.A.
January 30, 2023	8:00 A.M.	D.O.A.
February 27, 2023	8:00 A.M.	D.O.A.
April 3, 2023	8:00 A.M.	D.O.A.
May 1, 2023	8:00 A.M.	D.O.A.
June 5, 2023	8:00 A.M.	D.O.A.

2022-2023 PRINCIPAL/CABINET MEETINGS

July 27, 2022	8:00 A.M.	D.O.A.
September 9, 2022	8:00 A.M.	D.O.A.
October 7, 2022	8:00 A.M.	D.O.A.
November 4, 2022	8:00 A.M.	D.O.A.
December 9, 2022	8:00 A.M.	D.O.A.
January 13, 2023	8:00 A.M.	D.O.A.
February 3, 2023	8:00 A.M.	D.O.A.
March 3, 2023	8:00 A.M.	D.O.A.
April 6, 2023	8:00 A.M.	D.O.A.
May 5, 2023	8:00 A.M.	D.O.A.
June 9, 2023	8:00 A.M.	D.O.A.

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