

**Ben Necaie, Superintendent**  
**Rhonda Payne, Secretary**  
**Strategic Plan Implementation**

**School and Home Relations**

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**Monte Burke, Supervisor of School and Home Relations**  
Misty Johnson, Clerk

**Communications and Public Affairs**

**Mandy Bradley, Specialist**  
Aimee Bellue, Webmaster/Graphic Designer

**Child Welfare/Attendance**

- Student Registration
- Residency Verification
- District Liaison
- Attendance
- Home Visits
- Truant Officer
- School Admissions/Enrollment

**School Climate**

- Discipline
- Suspension/Expulsion Hearings
- Positive Behavior (PBIS -Positive Behavior Interventions and Support)
- Anti-Bullying Program

**Safety**

- School Resource Officers
- Crisis Management Plans
- Crisis and Fire Drills
- Staff Training
- City, Police & Fire Department Liaison

**Strategic Planning – Co-Lead Pillar II – Positive Student Experiences and Pillar III - Safety and Facilities**

**Communications**

- Media Relations
- Crisis Communications
- Printing Services
- District Forms
- Website Management
- Social Media
- Graphics/Advertising and Publications
- Special Projects/Programs

**Family Engagement**

**School Volunteers**

**Public Records Request**

**Student, Teacher & Employee of the Year**

**District Calendar**

**Strategic Planning – Lead Pillar IV – Engagement and Communications**

| <b>OPERATIONS AND RESOURCES</b>   |   |  |
|---|---|--|
| <b>Business and Nutrition Services</b><br><b>John Musso, Business Manager</b>   | <b>Human Resources</b><br><b>Yolanda Williams, Director</b>   | <b>Data Management &amp; Federal Programs</b><br><b>Gwendolyn Longmire, Director</b>   |
| Amanda Brooks, Accountant<br>Courtney Phelps, Business Clerk<br>Brittany Babin, Business Clerk<br>Jennifer Avery, Payroll Clerk   | <b>Kalyn Gauthier, Supervisor (Certified)</b><br>Rosalyn Davis, Specialist<br>Cindy Todd, Secretary<br>Jessica Langlois, Clerk<br><b>Allen Walls, Supervisor (Classified)</b><br>Dette Ducote, Warehouse Clerk  |  |
| <b>Business</b> <ul style="list-style-type: none"> <li>• General Fund budget</li> <li>• Financial audit</li> <li>• W-2's and 1099's</li> <li>• Cash/ investment reporting</li> <li>• Annual Financial Report</li> <li>• State/ federal grant reporting</li> <li>• Accounts Receivable/Payable</li> <li>• Payroll/Garnishments/Tax levies</li> <li>• Property &amp; Sales Taxes</li> <li>• Workers' Compensation</li> <li>• Student Insurance</li> <li>• Employee &amp; Student Accidents</li> <li>• Fixed Assets</li> <li>• School Activity Funds</li> <li>• Unemployment Benefits/Claims</li> <li>• Retirement Reporting</li> <li>• Purchasing</li> <li>• Liability Insurance Property Insurance</li> <li>• Risk Management</li> <li>• Fundraisers</li> </ul> <b>Educational Excellence Funds</b><br><br><b>Strategic Planning – Co-Lead Pillar VI – Fiscal Resources and Technology</b> | <b>Employee Onboarding</b> <ul style="list-style-type: none"> <li>• TalentEd Applicant Tracking</li> <li>• Staffing/Recruitment</li> <li>• Compensation Schedules</li> <li>• Background Checks</li> <li>• Employee Email Assignments</li> </ul> <b>Workforce Talent</b> <ul style="list-style-type: none"> <li>• TalentEd Records</li> <li>• JCAMPUS HR &amp; Pentamation HR</li> <li>• VERIFENT and other Employment Verifications</li> <li>• Substitutes/SmartFind Express</li> <li>• Employee Leave</li> <li>• Personnel Files</li> <li>• Employee Handbooks</li> <li>• Exit Interview</li> <li>• Labor Law</li> <li>• Talent Ed Perform-COMPASS and other evaluations</li> <li>• COMPASS Information System (CIS)</li> <li>• Certification Processing</li> <li>• National Board Certification</li> <li>• Administrative Contracts</li> <li>• PEP Data</li> </ul> <b>Retirement &amp; Benefits</b> <ul style="list-style-type: none"> <li>• Employee Benefits/ Retirement/COBRA</li> </ul> <b>Workforce Development &amp; Training</b> <ul style="list-style-type: none"> <li>• Teacher Mentoring Program</li> <li>• Employee Annual Training</li> <li>• Student/Resident Teachers</li> <li>• Continuing Education Opportunities</li> <li>• New Teacher Experience</li> </ul> <b>Employee Wellness</b><br><b>Maintenance Department PK-6 (Elementary &amp; Other - Allen Walls)</b><br><b>Maintenance Department 7-12 (Secondary – Tim Jordan)</b><br><b>Strategic Planning – Co-Lead Pillar III – Safety and Facilities</b><br><b>Strategic Planning – Lead Pillar V – Workforce Talent</b> | <b>Grants</b> <ul style="list-style-type: none"> <li>• eGMS Grants Manager</li> <li>• Title I, II &amp; IV Programs</li> </ul> <b>Data Management</b> <ul style="list-style-type: none"> <li>• eScholar (Student &amp; Staff ID &amp; Direct Match)</li> <li>• FTP Data Manager</li> <li>• District Security Manager</li> <li>• JCAMPUS Contact Manager</li> <li>• EdLink (Calendar, Student Staff, Dropout, and Attendance)</li> <li>• Official Transcript System (OTS) and Graduate Verification/Requests for Diplomas and Transcripts</li> <li>• Curriculum Verification Reporting (CVR)</li> <li>• Legal Request for Student Records</li> <li>• Civil Rights Reporting</li> </ul><br><b>Title IX Coordinator</b> |
| <b>Child Nutrition</b><br><b>Bianca Coats, Supervisor</b><br>Jacqueline Staden, CNP Clerk   |   |  |
| <b>Child Nutrition Program</b> <ul style="list-style-type: none"> <li>• School Menus</li> <li>• School Vending Machines</li> <li>• USDA, NSLP, and NSBP</li> <li>• Compliance</li> <li>• Federal Commodity Program</li> <li>• Meal Waiver Application Administration, Verification, and Approvals</li> </ul>  |   |  |

| <b>Academics</b>   |  |  |
|--|--|--|
| <i>Teaching and Learning</i>   |  |  |
| <b>Early Childhood &amp; ELL</b>   | <b>Elementary &amp; Secondary</b>  | <b>Accountability &amp; Assessment</b>   |
| <b>Jessica Brister,<br/>Supervisor</b>   | <b>Jennifer Marangos,<br/>Supervisor</b>   | <b>Chad Jarreau,<br/>Supervisor</b>  |
| <b>Early Childhood Schools PK-2<sup>nd</sup></b><br><br><b>PreK – 2<sup>nd</sup> Curriculum, Instruction, and Professional Development</b><br><br><b>Early Childhood Programs</b> <ul style="list-style-type: none"> <li>• School Leadership &amp; Support</li> <li>• Before &amp; After School Programs</li> <li>• School Improvement Plans</li> <li>• Textbook and Resource Selection</li> </ul><br><b>English Language Learners</b><br><br><b>Strategic Planning – Co-Lead Pillar I – Academic Growth and Achievement</b> | <b>Elementary and Secondary Schools 3<sup>rd</sup>-12<sup>th</sup></b><br><br><b>3<sup>rd</sup> – 12<sup>th</sup> Curriculum, Instruction, and Professional Development</b><br><br><b>Elementary &amp; Secondary Programs</b> <ul style="list-style-type: none"> <li>• School Leadership &amp; Support</li> <li>• Summer School</li> <li>• Before &amp; After School Programs</li> <li>• School Improvement Plans</li> <li>• Textbook and Resource Selection</li> </ul><br><b>Pupil Progression Plan</b><br><br><b>Strategic Planning – Co-Lead Pillar I – Academic Growth and Achievement</b> | <b>District Testing Coordinator</b><br><br><b>Accountability</b> <ul style="list-style-type: none"> <li>• Student Performance Analytics</li> <li>• Dashboard Reporting</li> <li>• Illuminate Contact</li> <li>• Program Evaluation</li> </ul> <b>Assessment Programs</b><br>District & National Level Testing<br>(DRDP, DIBELS, LEAP 2025, LEAP Connect, LAA1, LAA2, ELPT, EOC, NAEP, and ACT)<br><br><b>Strategic Plan</b> <ul style="list-style-type: none"> <li>• Dashboard Reporting and Program Evaluation</li> </ul><br>Assessment Guides and References<br><br><b>Accelerated Testing</b><br><b>Data Requests</b> |
| <b>School Teacher Leaders</b><br><b>School EL Contacts</b><br><br><b>EL Program</b><br>Wiltz, Shashikala<br>Prado, Patricia  | <b>School Teacher Leaders</b>  | <b>School Testing Coordinators</b>   |

**Academics: Educational Services**

*Jeffery Hand, Director and Aeneid Mason (Transitional)*

**Strategic Planning – Co-Lead Pillar VI – Fiscal Resources and Technology**

- MIS Technology Group
- AI Guidance and Emerging Technology
- Career and Technical Education

| <p><b>Christa Leon,<br/>Supervisor</b></p>  | <p><b>Charlotte Delatorre,<br/>Specialist</b></p>  | <p><b>Ashley Fudge,<br/>Dean</b></p>  | <p><b>Lindsey Spence<br/>Supervisor</b></p>  |
|---|--|---|--|
| <p><b>Students with Disabilities Services</b></p> <ul style="list-style-type: none"> <li>• IDEA (Individuals with Disabilities Education Act) Grants</li> <li>• Assistive Technology</li> </ul> <p><b>Pupil Appraisal</b></p> <p><b>Related Services</b><br/>Speech/ Language Therapy, Occupational and Physical Therapy, Orientation and Mobility Training, Interpreter Services</p> | <p><b>Section 504</b></p> <p>Health Services</p> <p>Hospital/Homebound Services</p> <p>Homeless Program</p> <p>Medicaid Reimbursement</p> <p>Back-up District Test Coordinator</p> | <p><b>Zachary Early College Academy (ZECA)</b></p> <p><b>Virtual Academy</b></p> <p><b>Alternative Programs</b></p> <p><b>Strategic Planning – Co-Lead Pillar I – Academic Growth and Achievement</b></p> | <p><b>Transportation</b></p> <ul style="list-style-type: none"> <li>• Field Trips and Extended Learning Experiences</li> </ul> <p><b>Gifted and Talented Program</b></p> <p><b>Whole Child Opportunities</b></p> <ul style="list-style-type: none"> <li>• Fine Arts</li> <li>• Foreign Language</li> <li>• Physical Education and Health</li> <li>• Student Clubs, Organizations, and Enrichment Opportunities</li> <li>• Student Voice and Recognition</li> <li>• Library and Media Services</li> </ul> <p><b>District Counseling Program Coordination</b></p> <ul style="list-style-type: none"> <li>• Student Pathways and Educational Services</li> <li>• IGP / Individual Graduation Plan Support</li> <li>• Academic Advising and Course Planning Support</li> <li>• Social Work and Counseling Alignment</li> </ul> <p><b>Strategic Planning – Co-Lead Pillar II - Positive Student Experiences</b></p> |
| <p><b>Instructional Support Specialist</b><br/>Tonja Granville (PreK-6)<br/>Brittany Pressler (PreK -6)<br/>Jessica Concienne (7-12)<br/>Samantha Blanton (Speech)<br/>Latara Dehon, Ed. Diagnostician<br/>Adrienne Williams, Ed. Diagnostician<br/>Taylor Rushing, School Psychologist<br/>Alicia Jackson, School Psychologist<br/>Lea Rettig, District Speech Therapist</p>         | <p><b>Nurses</b></p>   | <p>Nicole Harvey, Instructional Specialist</p>  | <p><b>First Student</b></p> <p>Salaria Shaffer, <b>Gifted &amp; Talented</b></p> <p><b>Social Work Services</b><br/>Erika Neal (Based ZHS)*<br/>Adrian Seney (Based ZES)*<br/>Melanie Thierry (Based NMS)*<br/>*Share other locations</p>  |