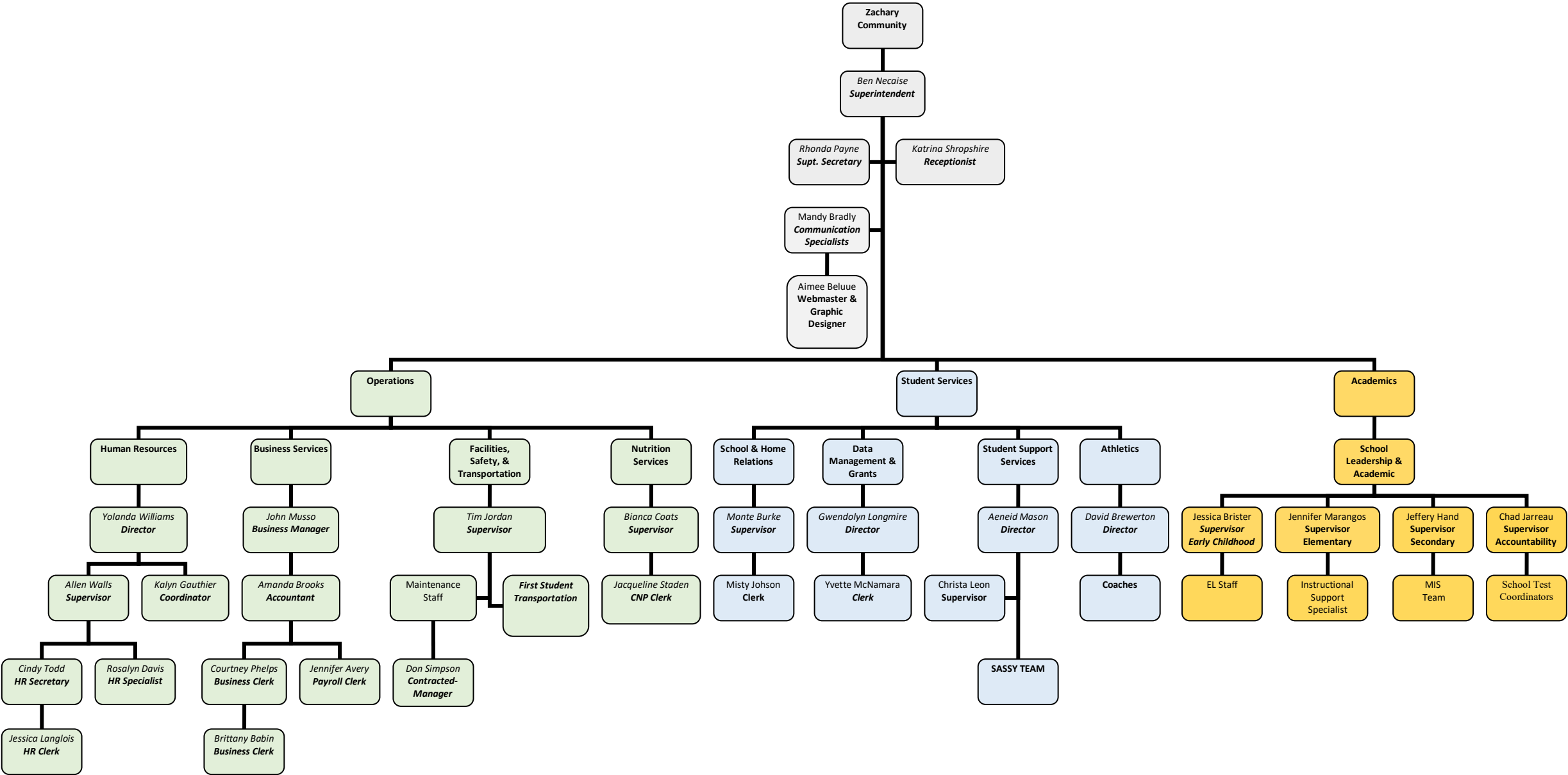


Zachary Community School District  
Main Office Organizational Chart  
2025-2026



Operations				Office of Superintendent
Human Resources	Business Services	Safety & Maintenance	Child Nutrition	Communications
<b>Yolanda Williams, Director</b> <b>Allen Walls, Supervisor</b> <b>Kalyn Gauthier, Coordinator</b> Rosalyn Davis, Specialist Cindy Todd, Secretary Jessica Langlois, Clerk	<b>John Musso, Business Manager</b> Amanda Brooks, Accountant Courtney Phelps, Business Clerk Brittany Babin, Business Clerk Jennifer Avery, Payroll Clerk	<b>Tim Jordan, Supervisor</b> Dette Ducote, Maintenance Clerk	<b>Bianca Coats, Supervisor</b> Jacqueline Staden, CNP Clerk	<b>Mandy Bradley, Specialist</b> Aimee Bellue, Webmaster/Graphic Designer
<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>VERIFIANT and other Employment Verifications</li><li>Substitutes/SmartFind Express</li><li>Employee Leave</li><li>Personnel Files</li><li>Employee Grievances &amp; Discipline</li><li>Employee Handbooks</li><li>Exit Interview</li><li>Labor Law</li><li>Talent Ed Perform-Evaluations</li><li>Louisiana Educator Portal</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>Resident Teachers</li><li>Continuing Education Opportunities</li><li>New Teacher Experience</li><li>Aspiring Leaders</li></ul> <b>Employee Wellness</b>	<b>Business</b> <ul style="list-style-type: none"><li>Compensation Schedules</li><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</li><li>Garnishments/Tax levies</li><li>Property &amp; Sales Taxes</li><li>Worker's Compensation</li><li>Student Insurance</li><li>Employee &amp; Student Accidents</li><li>Fixed Assets</li><li>School Activity Funds</li><li>Unemployment Benefits</li><li>Retirement Reporting</li><li>Purchasing</li><li>Liability Insurance Property Insurance</li><li>Risk Management</li><li>Unemployment Claims</li><li>Fundraisers</li></ul> <b>Educational Excellence Funds</b>	<b>Safety</b> <ul style="list-style-type: none"><li>Crisis Plans</li><li>Crisis and fire drills</li><li>Staff Training</li><li>City, police &amp; fire department liaison</li><li>School Resource Officers</li></ul> <b>Operations</b> <ul style="list-style-type: none"><li>Supervise Maintenance Dept.</li><li>Energy Management</li><li>Construction</li></ul> <b>Transportation</b>	Child Nutrition Program <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</li></ul> administration, verification, and approvals  District Wellness Contact	<b>Communications</b> <ul style="list-style-type: none"><li>Media Contact</li><li>Printing Services</li><li>District Forms</li><li>Websites</li><li>Social Media</li><li>Graphics/Advertising and Publications</li><li>Special Projects/Programs</li></ul> <b>Family Engagement</b>  <b>School Volunteers</b>  <b>Public Records Request</b>  <b>Student, Teacher &amp; Employee of the Year</b>  <b>District Advisory Groups Coordinator</b> <ul style="list-style-type: none"><li>Parent Advisory</li><li>Teacher Advisory</li><li>Staff Advisory</li><li>Student Advisory</li></ul> <b>District Calendar</b>

Student Services			
School & Home Relations	Data Management & Federal Programs	Student Support Services	Athletics
Monte Burke, Supervisor Misty Johnson, Clerk	Gwendolyn Longmire, Director Yvette McNamara, Clerk	Aeneid Mason, Director Christa Leon, Supervisor	David Brewerton, Director Diane Leblanc, Secretary
<b>Child Welfare/Attendance</b> <ul style="list-style-type: none"><li>District Liaison</li><li>Attendance</li><li>Home visits</li><li>Truant Officer</li><li>School Admissions/Enrollment</li><li>Residency verification</li></ul> <b>School Climate</b> <ul style="list-style-type: none"><li>Discipline</li><li>Suspension/Expulsion hearings</li><li>Positive Behavior (PBIS (Positive Behavior Interventions and Support))</li><li>Anti-Bullying Program</li></ul>	<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> <b>Other</b> Title IX Coordinator	<b>Students with Disabilities Services</b> <ul style="list-style-type: none"><li>IDEA (Individuals with Disabilities Education Act) Grants</li><li>Assistive Technology</li><li>Instructional Supports</li></ul> <b>Related Services</b> Speech/ language therapy, occupational and Physical Therapy, Orientation and mobility training, Interpreter Services  <b>Section 504 Program</b> <b>Gifted and Talented Program</b> <b>Dyslexia Services</b> <b>Backup District Testing Coordinator</b> <b>Homebound and Related Services</b> <b>Homeless Program</b> <b>Medicaid reimbursement</b> <b>Student Health and Wellness</b> <ul style="list-style-type: none"><li>Social and Emotional Learning</li><li>Hospital/Homebound Services</li></ul>	<b>Athletic Programs</b> <ul style="list-style-type: none"><li>Copper Mill Elementary School</li><li>Northwestern Middle School</li><li>Zachary High School</li></ul>
		Jessica Concienne, Instructional Support Specialist Charlotte Delatorre, Instructional Support Specialist Tonja Granville, Instructional Support Specialist Lea Waxley, AT Paraprofessional Salaria Shaffer, Gifted & Talented Megan Little, Gifted & Talented Clerk Latara Dehon, Ed. Diagnostician Adrianne Williams, Ed. Diagnostician Taylor Rushing, School Psychologist Alicia Jackson, School Psychologist Lea Rettig, District Speech Therapist Ashlyn Fresina, Melanie Thierry & Erikka Neal- Social Workers	

Academics			
School Leadership and Academic Support			
Jessica Brister, Supervisor	Jennifer Marangos, Supervisor	Jeffery Hand, Supervisor	Chad Jarreau, Supervisor
Early Childhood Program (PreK-2 <sup>nd</sup> ) Curriculum, Instruction & Professional Learning (PreK-2 <sup>nd</sup> )	Upper Elementary Program (3 <sup>rd</sup> -6 <sup>th</sup> ) Curriculum, Instruction & Professional Learning (3 <sup>rd</sup> -8 <sup>th</sup> )	Secondary Programs (7 <sup>th</sup> - 12 <sup>th</sup> ) & Technology (Prek-12 <sup>th</sup> )	Accountability & Assessment
<p><b>Early Childhood Program</b> (Zachary Early Learning Center, Northwestern Elementary School, Rollins Place Elementary School, and Zachary Childcare Centers)</p> <ul style="list-style-type: none"><li>Believe Grant</li><li>Ready Start Network</li></ul> <p><b>Early Childhood Programs</b></p> <ul style="list-style-type: none"><li>School Leadership and Support</li><li>Before and After School Programs</li><li>School Improvement Plans</li><li>Ancillary PreK -2<sup>nd</sup></li><li>PACE</li></ul> <p><b>Pupil Progression Plan</b></p> <p><b>Curriculum, Instruction &amp; Professional Development (PreK-2<sup>nd</sup>)</b></p> <p><b>English Language Learners Program (PreK- 12<sup>th</sup>)</b></p> <p><b>District Literacy Contact/Plan (PreK-12<sup>th</sup>)</b></p> <p><b>Special Programs</b></p> <ul style="list-style-type: none"><li>Comprehensive Literacy State Development (CLSD) program</li><li>High Dose Tutoring (HDT)</li><li>AMIRA</li></ul> <p><b>Early Childhood School Grievances &amp; Complaints (PreK-2nd)</b></p>	<p><b>Upper Elementary Program</b></p> <ul style="list-style-type: none"><li>Zachary Elementary School</li><li>Copper Mill Elementary School</li></ul> <p><b>Upper Elementary Programs</b></p> <ul style="list-style-type: none"><li>School Leadership &amp; Support</li><li>Summer School</li><li>Before and After School Programs</li><li>School Improvement Plans</li><li>Ancillary 3<sup>rd</sup>- 6<sup>th</sup></li><li>IAIP Plans</li><li>PACE</li></ul> <p><b>Pupil Progression Plan (Lead)</b></p> <p><b>Curriculum, Instruction, and Professional Development (3rd-8<sup>th</sup>)</b></p> <p><b>Print Shop</b></p> <p><b>ZEARN</b></p> <p><b>Upper Elementary School Grievances &amp; Complaints (3rd- 6th)</b></p>	<p><b>Secondary School Programs</b></p> <ul style="list-style-type: none"><li>Northwestern Middle School</li><li>Zachary High School</li></ul> <p><b>Secondary Programs</b></p> <ul style="list-style-type: none"><li>Internships</li><li>School Improvement Plans</li><li>IAIP Plans</li><li>Career &amp; Technical Education</li><li>Carl Perkins Grant</li><li>Dual Enrollment/Advanced Placement</li><li>Credit Recovery/ Summer School 7<sup>th</sup>-12<sup>th</sup></li><li>Electives 7-12<sup>th</sup></li><li>Virtual Program 7-12<sup>th</sup></li></ul> <p><b>Technology</b></p> <ul style="list-style-type: none"><li>Technology Initiatives &amp; Plan</li><li>Distance Learning</li><li>Hardware/Software</li><li>E-Rate</li><li>Student accounts and databases</li></ul> <p><b>Curriculum, Instruction, and Professional Development (9-12<sup>th</sup>)</b></p> <p><b>Pupil Progression Plan</b></p> <p><b>Secondary School Grievances &amp; Complaints (7th-12th)</b></p> <p><b>Alternative Program</b></p>	<p><b>District Testing Coordinator</b></p> <p><b>Accountability</b></p> <ul style="list-style-type: none"><li>Data Certification</li><li>School Achievement</li><li>Data Reporting</li><li>Illuminate Contact</li></ul> <p><b>Assessment Programs</b></p> <ul style="list-style-type: none"><li>National Testing</li><li>District Level Testing</li><li>DRDP, DIBELS, LEAP 2025, LEAP <b>Connect</b>, <b>LAA1</b>, <b>LAA2</b>, <b>ELPT</b>, <b>EOC</b>, <b>NAEP</b> and <b>ACT</b></li><li>Practice Test</li><li>Assessment Guides and References</li><li>Accelerated Testing</li></ul> <p><b>External Data Requests</b></p>
Wiltz, Shashikala, EL Coach Patricia Prado, ELL Interpreter ISS Team Assistance	<p><b>ISS TEAM</b></p> <p>Shannon Mitchem (Mathematics)</p> <p>Brittini Matthews (English Language Arts)</p> <p>Nicole Harvey (Science)</p>	<p><b><u>MIS Technology Group</u></b></p> <p>Contracted Services for IT Solutions &amp; Support (Team Lead, Network Administrator, 3 Desktop Support)</p> <p>ISS Team Assistance</p>	<p><b>School Test Coordinators</b></p>

Early Childhood Schools			Upper Elementary Schools		Secondary Schools	
Zachary Early Learning Center	Northwestern Elementary	Rollins Place Elementary	Zachary Elementary	Copper Mill Elementary	Northwestern Middle	Zachary High
Pre-Kindergarten	Kindergarten	1 <sup>st</sup> - 2 <sup>nd</sup> Grade	3 <sup>rd</sup> - 4 <sup>th</sup> Grade	5 <sup>th</sup> – 6 <sup>th</sup> Grade	7 <sup>th</sup> – 8 <sup>th</sup> Grade	9 <sup>th</sup> – 12 <sup>th</sup> Grade
Charissa Osberry Principal	Jonathan Coats Principal	Kelli Day Principal	Megan Noel Principal	Lia White-Allen Principal	Rebecca Brian Principal	Lindsey Spence Principal
Michelle Hebert Lead Teacher	Casey Brewerton Teacher for Instructional Support  Beth Dauthier Teacher for Instructional Support	Brydie Manuel Assistant Principal  Lettimarie Nezianya Assistant Principal  Monica Perry Dean of Students	Beverly Hill Assistant Principal  Lance Jarreau Assistant Principal  Brittney Gaines Dean of Students	Margaret Patti Assistant Principal  Justin Thompson Assistant Principal  Kynetra Hawkins Dean of Students	Wytika Beard Assistant Principal  Kimberly Littles Assistant Principal  Charlie Brooks Dean of Students	Delwyn Daigre Assistant Principal  Erica Henry Assistant Principal  Jessica Johnson Assistant Principal  Brooke Jones Assistant Principal  Chris Carrier Jonathan McClinton Dean of Students  Ashley Fudge Dean of Students (Virtual/Alt)
June Hood Counselor		Jessica Aslin Counselor	Latasha Richard Counselor	LaTonyia Johnson Counselor	Megan Kirkindoll, Counselor	Mico Cooper, <b>Counselor</b> Chandra Brown, <b>Counselor</b> Miranda Gilmore, <b>Counselor</b> Shae Lipscomb, <b>Counselor</b> Latoya Moore, <b>Counselor</b>
Delena Robinson, <b>Secretary</b> Jessica Richardson, <b>Clerk</b>	Tami Capello, <b>Secretary</b> Susan Varnadore, <b>Clerk</b>	Tess Ricketts, <b>Secretary</b> Nancy Parada, <b>Clerk</b>	Melissa Wedblad, <b>Secretary</b> JoAnn Mills, <b>Clerk</b>	Erika Jaksic, <b>Secretary</b> Anna Bateman, <b>Clerk</b>	Cindy Booth, <b>Secretary</b> Tammy Forbes, <b>Clerk</b> Allison Moore, <b>Counseling Clerk</b>	Penny Jackson, <b>Secretary</b> Angela Stokes, <b>Clerk</b> Natasha Walker, <b>Clerk</b> Kristen Olinde, <b>Counseling Clerk</b> Toi Lee, <b>Attendance Clerk</b> Latisha Spears, <b>Foundation Hall Clerk</b>