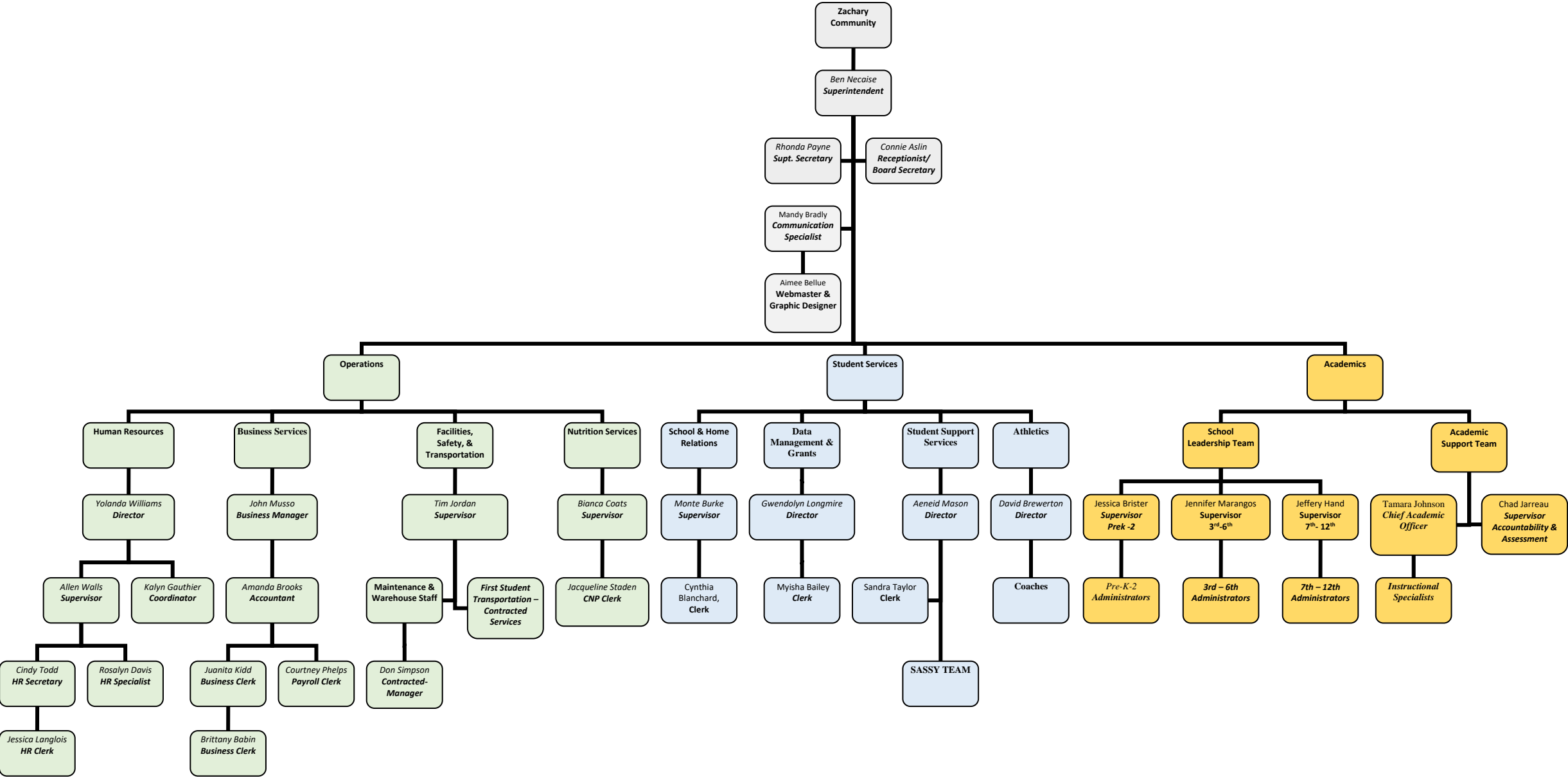


Zachary Community School District
Main Office Organizational Chart
2023-2024



Operations				Office of Superintendent
Human Resources	Business Services	Safety & Maintenance	Child Nutrition	Communications
Yolanda Williams, Director Allen Walls, Supervisor Kalyn Gauthier, Coordinator Rosalyn Davis, Specialist Cindy Todd, Secretary Jessica Langlois, Clerk	John Musso, Business Manager Amanda Brooks, Accountant Juanita Kidd, Business Clerk Brittany Babin, Business Clerk Courtney Phelps, Payroll Clerk	Tim Jordan, Supervisor Dette Ducote, Maintenance Clerk	Bianca Coats, Supervisor Jacqueline Staden, CNP Clerk	Mandy Bradley, Specialist Aimee Bellue, Webmaster/Graphic Designer
Employee Onboarding <ul style="list-style-type: none">TalentEd Applicant TrackingStaffing/RecruitmentCompensation SchedulesBackground ChecksEmployee Email Assignments Workforce Talent <ul style="list-style-type: none">TalentEd RecordsJCAMPUS HR & Pentamation HRVERIFIENT and other Employment VerificationsSubstitutes/SmartFind ExpressEmployee LeavePersonnel FilesEmployee Grievances & DisciplineEmployee HandbooksExit InterviewLabor LawTalent Ed Perform-EvaluationsCOMPASS Information System (CIS)Certification ProcessingNational Board CertificationAdministrative ContractsPEP Data Retirement & Benefits <ul style="list-style-type: none">Employee Benefits/ Retirement/COBRA Workforce Development & Training <ul style="list-style-type: none">Teacher Mentoring ProgramEmployee Annual TrainingStudent/Resident TeachersContinuing Education OpportunitiesNew Teacher ExperienceAspiring Leaders Employee Wellness	Business <ul style="list-style-type: none">Compensation SchedulesGeneral Fund budgetFinancial auditW-2's and 1099'sCash/ investment reportingAnnual Financial ReportState/ federal grant reportingAccounts Receivable/PayablePayrollGarnishments/Tax leviesProperty & Sales TaxesWorker's CompensationStudent InsuranceEmployee & Student AccidentsFixed AssetsSchool Activity FundsUnemployment BenefitsRetirement ReportingPurchasingLiability Insurance Property InsuranceRisk ManagementUnemployment ClaimsFundraisers Educational Excellence Funds	Safety <ul style="list-style-type: none">Crisis PlansCrisis and fire drillsStaff TrainingCity, police & fire department liaisonSchool Resource Officers Operations <ul style="list-style-type: none">Supervise Maintenance Dept.Energy ManagementConstruction Transportation	Child Nutrition Program <ul style="list-style-type: none">School menusSchool vending machinesUSDA, NSLP, and NSBPComplianceFederal Commodity programMeal waiver application administration, verification, and approvals District Wellness Contact	Communications <ul style="list-style-type: none">Media ContactPrinting ServicesDistrict FormsWebsitesSocial MediaGraphics/Advertising and PublicationsSpecial Projects/Programs Family Engagement School Volunteers Public Records Request Student, Teacher & Employee of the Year District Advisory Groups Coordinator <ul style="list-style-type: none">Parent AdvisoryTeacher AdvisoryStaff AdvisoryStudent Advisory District Calendar

Student Services			
School & Home Relations	Data Management & Federal Programs	Student Support Services	Athletics
Monte Burke, Supervisor Cynthia Blanchard, Clerk	Gwendolyn Longmire, Director Myisha Bailey, Clerk	Aeneid Mason, Director Sandra Taylor, Clerk	David Brewerton, Director Diane Leblanc, Secretary
Child Welfare/Attendance <ul style="list-style-type: none"> District Liaison Attendance Home visits Truant Officer School Admissions/Enrollment Residency verification School Climate <ul style="list-style-type: none"> Discipline Suspension/Expulsion hearings Positive Behavior (PBIS (Positive Behavior Interventions and Support)) Anti-Bullying Program Alternative Program <ul style="list-style-type: none"> Port Hudson Academy 5-12th Grade 	Grants <ul style="list-style-type: none"> eGMS Grants Manager Title I, II & IV Programs Data Management <ul style="list-style-type: none"> eScholar (Student & Staff ID & Direct Match) FTP Data Manager District Security Manager JCAMPUS Contact Manager EdLink (Calendar, Student Staff, Dropout, and Attendance) Official Transcript System (OTS) and Graduate Verification/Requests for Diplomas and Transcripts Curriculum Verification Reporting (CVR) Legal Request for Student Records Civil Rights Reporting Other Title IX Coordinator	Students with Disabilities Services <ul style="list-style-type: none"> IDEA (Individuals with Disabilities Education Act) Grants Assistive Technology Instructional Supports Related Services Speech/ language therapy, occupational and Physical Therapy, Orientation and mobility training, Interpreter Services	Athletic Programs <ul style="list-style-type: none"> Copper Mill Elementary School Northwestern Middle School Zachary High School
		Section 504 Program Gifted and Talented Program Dyslexia Services Backup District Testing Coordinator Homebound and Related Services Homeless Program Medicaid reimbursement Student Health and Wellness <ul style="list-style-type: none"> Social and Emotional Learning Hospital/Homebound Services 	
		Charlotte Delatorre, Instructional Support Specialist Stephanie Hebert, Instructional Support Specialist Jessica Concienne, 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 Kathy Michael, PT Vision Services Contracted Services (OT, PT, Orientation, and mobility) Ashlyn Fresina, Melanie Thierry & Erikka Neal- Social Workers	

Academics				
School Leadership Team			Academic Support Team	
Early Childhood Programs PreK- 2 nd	Upper Elementary Programs 3 rd -6 th	Secondary Programs & Technology 7 th - 12 th	Curriculum, Instruction & Professional Learning	Accountability & Assessment
Jessica Brister, Supervisor	Jennifer Marangos, Supervisor	Jeffery Hand, Supervisor	Tamara Johnson, Chief Academic Officer	Chad Jarreau, Supervisor
<p>Early Childhood Schools (Zachary Early Learning Center, Northwestern Elementary School, Rollins Place Elementary School, and Zachary Childcare Centers)</p> <ul style="list-style-type: none">Believe GrantReady Start Network <p>Early Childhood Programs</p> <ul style="list-style-type: none">School Leadership and SupportSummer SchoolBefore and After School ProgramsSchool Improvement PlansAncillary PreK -2ndPACE <p>Early Childhood School Grievances & Complaints</p> <p>Strategic Planning</p> <p>Pupil Progression Plan</p>	<p>Elementary Schools</p> <ul style="list-style-type: none">Zachary Elementary SchoolCopper Mill Elementary School <p>Elementary Programs</p> <ul style="list-style-type: none">School Leadership & SupportSummer SchoolBefore and After School ProgramsSchool Improvement PlansAncillary 3rd- 6thIAIP PlansPACE <p>Elementary School Grievances & Complaints</p> <p>Strategic Planning</p> <p>Pupil Progression Plan</p>	<p>Secondary Schools</p> <ul style="list-style-type: none">Northwestern Middle SchoolZachary High School <p>Secondary Programs</p> <ul style="list-style-type: none">School Improvement PlansSummer SchoolIAIP PlansCareer & Technical EducationCarl Perkins GrantDual Enrollment/Advanced PlacementCredit Recovery/ Summer School 7th-12thElectives 7-12th <p>Technology</p> <ul style="list-style-type: none">Technology Initiatives & PlanDistance LearningHardware/SoftwareE-RateStudent accounts and databases <p>Secondary School Grievances & Complaints</p> <p>Strategic Planning</p> <p>Pupil Progression Plan</p>	<p>PreK-12th Curriculum, Instruction, and Professional Development</p> <p>District Literacy Plan</p> <p>District Professional Development Plan</p> <p>Professional Development (Curriculum & Instruction)</p> <p>District Professional Development Calendar</p> <p>Textbooks</p> <p>Curriculum Selection</p> <p>Louisiana Content & Teacher Leaders</p> <p>English Language Learners Program</p>	<p>District Testing Coordinator</p> <p>Accountability</p> <ul style="list-style-type: none">Data CertificationSchool AchievementData ReportingIlluminate Contact <p>Assessment Programs</p> <ul style="list-style-type: none">National TestingDistrict Level TestingDRDP, DIBELS, LEAP 2025, LEAP Connect, LAA1, LAA2, ELPT, EOC, NAEP and ACTPractice TestAssessment Guides and ReferencesAccelerated Testing <p>External Data Requests</p>
		<p><u>MIS Technology Group</u> Contracted Services for IT Solutions & Support (Team Lead, Network Administrator, 3 Desktop Support)</p>	<p><u>Instructional Specialists</u> Wendy Brooks (K -6th Literacy/ELA) Brittini Matthews (7-12th ELA) Kathryn Stark (Social Studies) Nicole Harvey (Science) Shannon Mitchem (Mathematics) Alexandra Chenevert, (ELL) Patricia Prado, ELL Interpreter</p>	<p><u>School Test Coordinators</u></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 st - 2 nd Grade	3 rd - 4 th Grade	5 th – 6 th Grade	7 th – 8 th Grade	9 th – 12 th Grade
Charissa Osberry Principal	Jonathan Coats Principal	Kelli Day Principal	Megan Noel Principal	Lia White-Allen Principal	Rebecca Brian Principal	Lindsey Spence Principal
	Lorrie Wax Dean of Students	Kristy Gilpin Assistant Principal	Beverly Hill Assistant Principal	Margaret Patti Assistant Principal	Wytika Beard Assistant Principal	Delwyn Daigre Assistant Principal
		Brydie Manuel Assistant Principal	Lance Jarreau Assistant Principal	Justin Thompson Dean of Students	Kimberly Littles Assistant Principal	Erica Henry Assistant Principal
		Lettimarie Nezianya Dean of Students	Brittney Gaines Dean of Students	Kynetra Hawkins Dean of Students		Jessica Johnson Assistant Principal
						Jeremy Roussel Assistant Principal
June Hood, Counselor		Jessica Aslin, Counselor	Latasha Richard, Counselor	LaTonyia Johnson, Counselor	Megan Kirkindoll, Counselor	Chris Carrier Jonathan McClinton Dean of Students
						Kodi Brown, Counselor Chandra Franklin, Counselor Shae Lipscomb, Counselor Latoya Moore, Counselor
Delena Robinson, Secretary Yolanda Moore, Clerk	Tami Capello, Secretary Susan Varnadore, Clerk	Tess Ricketts, Secretary Samantha Turner, Clerk	Melissa Wedblad, Secretary JoAnn Mills, Clerk	Erika Jaksic, Secretary Kristen Olinde, Clerk	Cindy Booth, Secretary Katie Suire, Clerk Allison Moore, Counseling Clerk	Penny Jackson, Secretary Tiffany Heck, Clerk Natasha Walker, Clerk Sandy Walters, Counseling Clerk Toi Lee, Attendance Clerk Latisha Spears, Foundation Hall Clerk
				Port Hudson Academy Todd McDonald Alternative School Program Administrator Katrina Shropshire, Clerk		