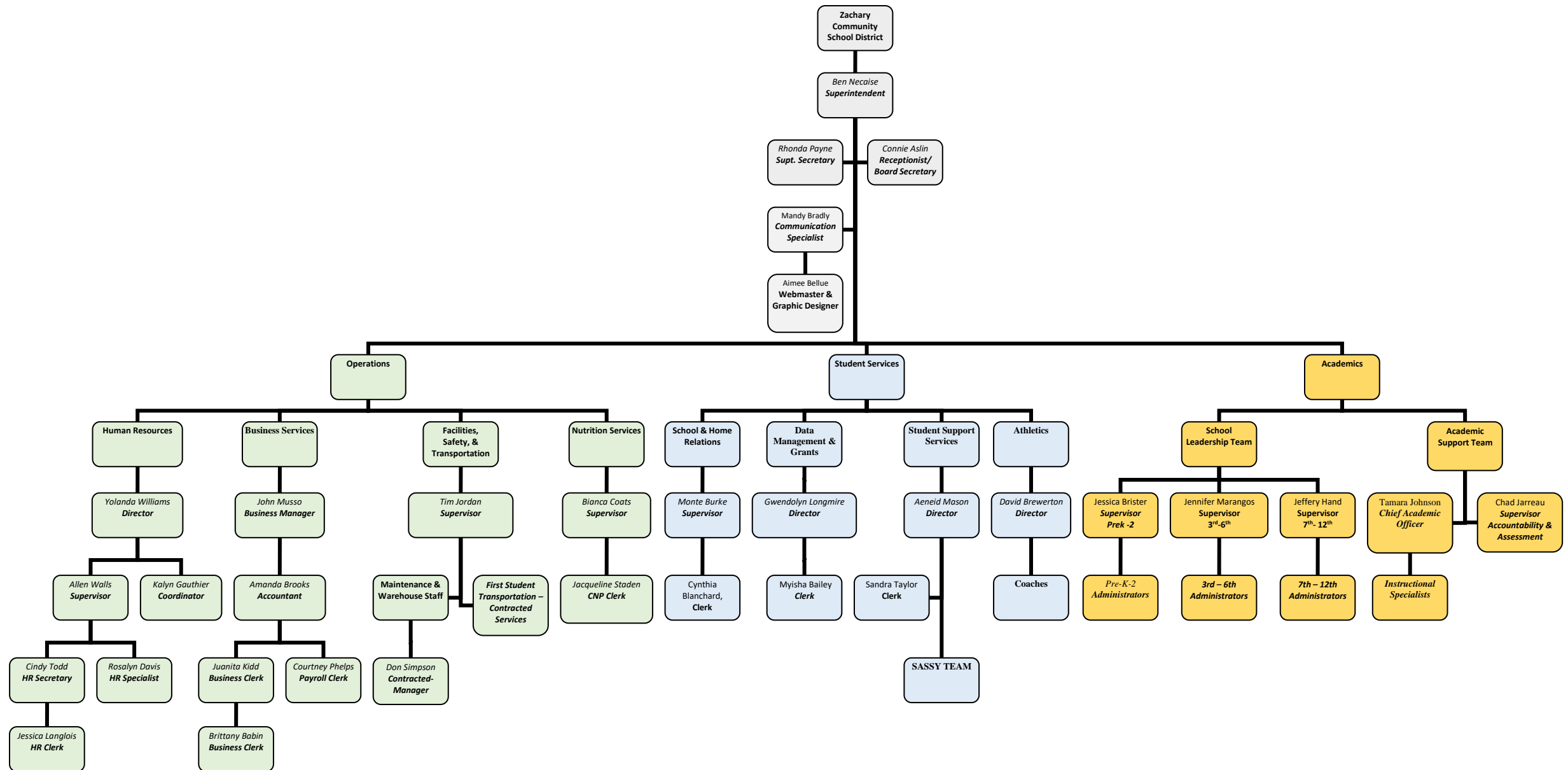


**Zachary Community School District**  
 Main Office Organizational Chart  
 2023-2024



Operations				Office of Superintendent
Human Resources	Business Services	Safety & Maintenance	Child Nutrition	Communications
<p><b>Yolanda Williams, Director</b>  <b>Allen Walls, Supervisor</b>  <b>Kalyn Gauthier, Coordinator</b>  Rosalyn Davis, Specialist  Cindy Todd, Secretary  Jessica Langlois, Clerk</p>	<p><b>John Musso, Business Manager</b>  Amanda Brooks, Accountant  Juanita Kidd, Business Clerk  Brittany Babin, Business Clerk  Courtney Phelps, Payroll Clerk</p>	<p><b>Tim Jordan, Supervisor</b>  Dette Ducote, Maintenance Clerk</p>	<p><b>Bianca Coats, Supervisor</b>  Jacqueline Staden, CNP Clerk</p>	<p><b>Mandy Bradley, Specialist</b>  Aimee Bellue, Webmaster/Graphic Designer</p>
<p><b>Employee Onboarding</b></p> <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> <p><b>Workforce Talent</b></p> <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>COMPASS Information System (CIS)</li> <li>Certification Processing</li> <li>National Board Certification</li> <li>Administrative Contracts</li> <li>PEP Data</li> </ul> <p><b>Retirement &amp; Benefits</b></p> <ul style="list-style-type: none"> <li>Employee Benefits/ Retirement/COBRA</li> </ul> <p><b>Workforce Development &amp; Training</b></p> <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> <li>Aspiring Leaders</li> </ul> <p><b>Employee Wellness</b></p>	<p><b>Business</b></p> <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> <p><b>Educational Excellence Funds</b></p>	<p><b>Safety</b></p> <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> <p><b>Operations</b></p> <ul style="list-style-type: none"> <li>Supervise Maintenance Dept.</li> <li>Energy Management</li> <li>Construction</li> </ul> <p><b>Transportation</b></p>	<p>Child Nutrition Program</p> <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> <p>administration, verification, and approvals</p> <p>District Wellness Contact</p>	<p><b>Communications</b></p> <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> <p><b>Family Engagement</b></p> <p><b>School Volunteers</b></p> <p><b>Public Records Request</b></p> <p><b>Student, Teacher &amp; Employee of the Year</b></p> <p><b>District Advisory Groups Coordinator</b></p> <ul style="list-style-type: none"> <li>Parent Advisory</li> <li>Teacher Advisory</li> <li>Staff Advisory</li> <li>Student Advisory</li> </ul> <p><b>District Calendar</b></p>

## Student Services

School & Home Relations	Data Management & Federal Programs	Student Support Services	Athletics
<b>Monte Burke, Supervisor</b> Cynthia Blanchard, Clerk	<b>Gwendolyn Longmire, Director</b> Myisha Bailey, Clerk	<b>Aeneid Mason, Director</b> Sandra Taylor, Clerk	<b>David Brewerton, Director</b> Diane Leblanc, Secretary
<p><b>Child Welfare/Attendance</b></p> <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> <p><b>School Climate</b></p> <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>	<p><b>Grants</b></p> <ul style="list-style-type: none"> <li>eGMS Grants Manager</li> <li>Title I, II &amp; IV Programs</li> </ul> <p><b>Data Management</b></p> <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> <p><b>Other</b></p> <p>Title IX Coordinator</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> <li>Instructional Supports</li> </ul> <p><b>Related Services</b></p> <p>Speech/ language therapy, occupational and Physical Therapy, Orientation and mobility training, Interpreter Services</p> <p><b>Section 504 Program</b></p> <p><b>Gifted and Talented Program</b></p> <p><b>Dyslexia Services</b></p> <p><b>Backup District Testing Coordinator</b></p> <p><b>Homebound and Related Services</b></p> <p><b>Homeless Program</b></p> <p><b>Medicaid reimbursement</b></p> <p><b>Student Health and Wellness</b></p> <ul style="list-style-type: none"> <li>Social and Emotional Learning</li> <li>Hospital/Homebound Services</li> </ul>	<p>Athletic Programs</p> <ul style="list-style-type: none"> <li>Copper Mill Elementary School</li> <li>Northwestern Middle School</li> <li>Zachary High School</li> </ul>
		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 Adrienne 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	

<b>Academics</b>				
<b><i>School Leadership Team</i></b>			<b><i>Academic Support Team</i></b>	
<b>Early Childhood Programs PreK- 2<sup>nd</sup></b>	<b>Upper Elementary Programs 3<sup>rd</sup>-6<sup>th</sup></b>	<b>Secondary Programs &amp; Technology 7<sup>th</sup>- 12<sup>th</sup></b>	<b>Curriculum, Instruction &amp; Professional Learning</b>	<b>Accountability &amp; Assessment</b>
<b>Jessica Brister, Supervisor</b>	<b>Jennifer Marangos, Supervisor</b>	<b>Jeffery Hand, Supervisor</b>	<b>Tamara Johnson, Chief Academic Officer</b>	<b>Chad Jarreau, Supervisor</b>
<p><b>Early Childhood Schools</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>Summer School</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>Early Childhood School Grievances &amp; Complaints</b></p> <p><b>Strategic Planning</b></p> <p><b>Pupil Progression Plan</b></p>	<p><b>Elementary Schools</b></p> <ul style="list-style-type: none"> <li>Zachary Elementary School</li> <li>Copper Mill Elementary School</li> </ul> <p><b>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>Elementary School Grievances &amp; Complaints</b></p> <p><b>Strategic Planning</b></p> <p><b>Pupil Progression Plan</b></p>	<p><b>Secondary Schools</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>School Improvement Plans</li> <li>Summer School</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> </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>Secondary School Grievances &amp; Complaints</b></p> <p><b>Strategic Planning</b></p> <p><b>Pupil Progression Plan</b></p> <p><b>Alternative Program</b> Port Hudson Academy 5-12<sup>th</sup> Grade</p>	<p><b>PreK-12th Curriculum, Instruction, and Professional Development</b></p> <p><b>District Literacy Plan</b></p> <p><b>District Professional Development Plan</b></p> <p><b>Professional Development (Curriculum &amp; Instruction)</b></p> <p><b>District Professional Development Calendar</b></p> <p><b>Textbooks</b></p> <p><b>Curriculum Selection</b></p> <p><b>Louisiana Content &amp; Teacher Leaders</b></p> <p><b>English Language Learners 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 Connect, LAA1, LAA2, ELPT, EOC, NAEP and ACT</li> <li>Practice Test</li> <li>Assessment Guides and References</li> <li>Accelerated Testing</li> </ul> <p><b>External Data Requests</b></p>
		<p><b><i>MIS Technology Group</i></b> Contracted Services for IT Solutions &amp; Support (Team Lead, Network Administrator, 3 Desktop Support)</p>	<p><b><i>Instructional Specialists</i></b> 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><b><i>School Test Coordinators</i></b></p>

<b>Early Childhood Schools</b>		<b>Upper Elementary Schools</b>			<b>Secondary Schools</b>	
<b>Zachary Early Learning Center</b>	<b>Northwestern Elementary</b>	<b>Rollins Place Elementary</b>	<b>Zachary Elementary</b>	<b>Copper Mill Elementary</b>	<b>Northwestern Middle</b>	<b>Zachary High</b>
<b>Pre-Kindergarten</b>	<b>Kindergarten</b>	<b>1<sup>st</sup>- 2<sup>nd</sup> Grade</b>	<b>3<sup>rd</sup>- 4<sup>th</sup> Grade</b>	<b>5<sup>th</sup> – 6<sup>th</sup> Grade</b>	<b>7<sup>th</sup> – 8<sup>th</sup> Grade</b>	<b>9<sup>th</sup> – 12<sup>th</sup> Grade</b>
<b>Charissa Osberry Principal</b>	<b>Jonathan Coats Principal</b>	<b>Kelli Day Principal</b>	<b>Megan Noel Principal</b>	<b>Lia White-Allen Principal</b>	<b>Rebecca Brian Principal</b>	<b>Lindsey Spence Principal</b>
	Lorrie Wax <b>Dean of Students</b>	Kristy Gilpin <b>Assistant Principal</b>  Brydie Manuel <b>Assistant Principal</b>  Lettimarie Nezianya <b>Dean of Students</b>	Beverly Hill <b>Assistant Principal</b>  Lance Jarreau <b>Assistant Principal</b>  Brittney Gaines <b>Dean of Students</b>	Margaret Patti <b>Assistant Principal</b>  Justin Thompson <b>Dean of Students</b>  Kynetra Hawkins <b>Dean of Students</b>	Wytika Beard <b>Assistant Principal</b>  Kimberly Littles <b>Assistant Principal</b>	Delwyn Daigre <b>Assistant Principal</b>  Erica Henry <b>Assistant Principal</b>  Jessica Johnson <b>Assistant Principal</b>  Jeremy Roussel <b>Assistant Principal</b>  Chris Carrier Jonathan McClinton <b>Dean of Students</b>
June Hood, <b>Counselor</b>		Jessica Aslin, <b>Counselor</b>	Latasha Richard, <b>Counselor</b>	LaTonyia Johnson, <b>Counselor</b>	Megan Kirkindoll, <b>Counselor</b>	Kodi Brown, <b>Counselor</b> Chandra Franklin, <b>Counselor</b> Shae Lipscomb, <b>Counselor</b> Latoya Moore, <b>Counselor</b>
Delena Robinson, <b>Secretary</b> Yolanda Moore, <b>Clerk</b>	Tami Capello, <b>Secretary</b> Susan Varnadore, <b>Clerk</b>	Tess Ricketts, <b>Secretary</b> Samantha Turner, <b>Clerk</b>	Melissa Wedblad, <b>Secretary</b> JoAnn Mills, <b>Clerk</b>	Erika Jaksic, <b>Secretary</b> Kristen Olinde, <b>Clerk</b>	Cindy Booth, <b>Secretary</b> Katie Suire, <b>Clerk</b> Allison Moore, <b>Counseling Clerk</b>	Penny Jackson, <b>Secretary</b> Tiffany Heck, <b>Clerk</b> Natasha Walker, <b>Clerk</b> Sandy Walters, <b>Counseling Clerk</b> Toi Lee, <b>Attendance Clerk</b> Latisha Spears, <b>Foundation Hall Clerk</b>

**Port Hudson Academy**

Todd McDonald

**Alternative School Program Administrator**

Katrina Shropshire, Clerk