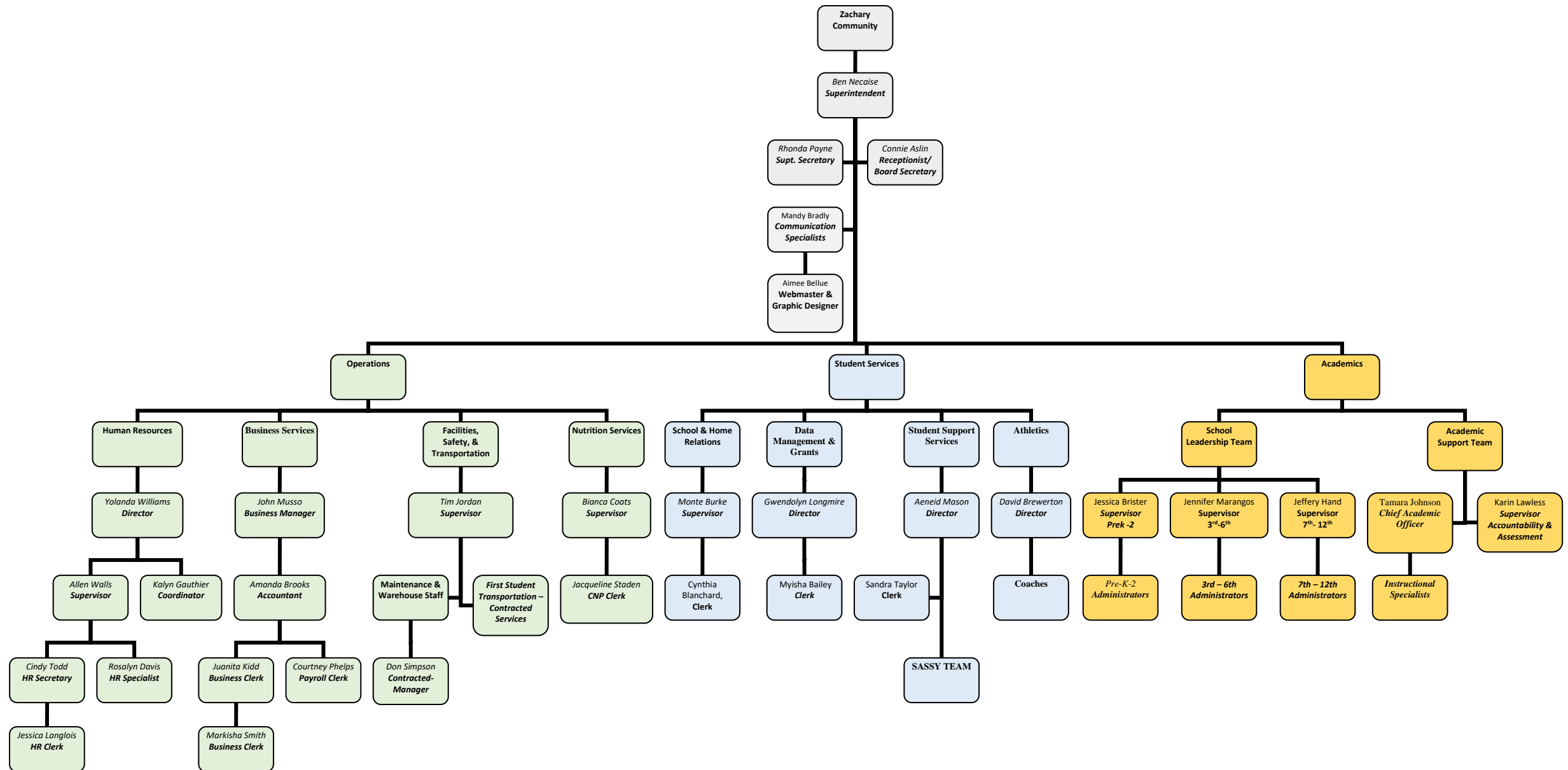


Zachary Community School District
 Main Office Organizational Chart
 2023-2024



Operations				Office of Superintendent
Human Resources	Business Services	Safety & Maintenance	Child Nutrition	Communications
<p>Yolanda Williams, Director Allen Walls, Supervisor Kalyn Gauthier, Coordinator Rosalyn Davis, Specialist Cindy Todd, Secretary Jessica Langlois, Clerk</p>	<p>John Musso, Business Manager Amanda Brooks, Accountant Juanita Kidd, Business Clerk Markeisha Smith, Business Clerk Courtney Phelps, Payroll Clerk</p>	<p>Tim Jordan, Supervisor Dette Ducote, Maintenance Clerk</p>	<p>Bianca Coats, Supervisor Jacqueline Staden, CNP Clerk</p>	<p>Mandy Bradley, Specialist Aimee Bellue, Webmaster/Graphic Designer</p>
<p>Employee Onboarding</p> <ul style="list-style-type: none"> TalentEd Applicant Tracking Staffing/Recruitment Compensation Schedules Background Checks Employee Email Assignments <p>Workforce Talent</p> <ul style="list-style-type: none"> TalentEd Records JCAMPUS HR & Pentamation HR VERIFIANT and other Employment Verifications Substitutes/SmartFind Express Employee Leave Personnel Files Employee Grievances & Discipline Employee Handbooks Exit Interview Labor Law Talent Ed Perform-Evaluations COMPASS Information System (CIS) Certification Processing National Board Certification Administrative Contracts PEP Data <p>Retirement & Benefits</p> <ul style="list-style-type: none"> Employee Benefits/ Retirement/COBRA <p>Workforce Development & Training</p> <ul style="list-style-type: none"> Teacher Mentoring Program Employee Annual Training Student/Resident Teachers Continuing Education Opportunities New Teacher Experience Aspiring Leaders <p>Employee Wellness District Calendar</p>	<p>Business</p> <ul style="list-style-type: none"> Compensation Schedules General Fund budget Financial audit W-2's and 1099's Cash/ investment reporting Annual Financial Report State/ federal grant reporting Accounts Receivable/Payable Payroll Garnishments/Tax levies Property & Sales Taxes Worker's Compensation Student Insurance Employee & Student Accidents Fixed Assets School Activity Funds Unemployment Benefits Retirement Reporting Purchasing Liability Insurance Property Insurance Risk Management Unemployment Claims Fundraisers <p>Educational Excellence Funds</p>	<p>Safety</p> <ul style="list-style-type: none"> Crisis Plans Crisis and fire drills Staff Training City, police & fire department liaison School Resource Officers <p>Operations</p> <ul style="list-style-type: none"> Supervise Maintenance Dept. Energy Management Construction <p>Transportation</p>	<p>Child Nutrition Program</p> <ul style="list-style-type: none"> School menus School vending machines USDA, NSLP, and NSBP Compliance Federal Commodity program Meal waiver application administration, verification, and approvals <p>District Wellness Contact</p>	<p>Communications</p> <ul style="list-style-type: none"> Media Contact Printing Services District Forms Websites Social Media Graphics/Advertising and Publications Special Projects/Programs <p>Family Engagement</p> <p>School Volunteers</p> <p>Public Records Request</p> <p>Student, Teacher & Employee of the Year</p> <p>District Advisory Groups Coordinator</p> <ul style="list-style-type: none"> Parent Advisory Teacher Advisory Staff Advisory Student Advisory

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
<p>Child Welfare/Attendance</p> <ul style="list-style-type: none"> District Liaison Attendance Home visits Truant Officer School Admissions/Enrollment Residency verification <p>School Climate</p> <ul style="list-style-type: none"> Discipline Suspension/Expulsion hearings Positive Behavior (PBIS (Positive Behavior Interventions and Support)) Anti-Bullying Program <p>Alternative Program</p> <ul style="list-style-type: none"> Port Hudson Academy 5-12th Grade 	<p>Grants</p> <ul style="list-style-type: none"> eGMS Grants Manager Title I, II & IV Programs <p>Data Management</p> <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 <p>Other</p> <p>Title IX Coordinator</p>	<p>Students with Disabilities Services</p> <ul style="list-style-type: none"> IDEA (Individuals with Disabilities Education Act) Grants Assistive Technology Instructional Supports <p>Related Services</p> <p>Speech/ language therapy, occupational and Physical Therapy, Orientation and mobility training, Interpreter Services</p> <p>Section 504 Program</p> <p>Gifted and Talented Program</p> <p>Dyslexia Services</p> <p>Backup District Testing Coordinator</p> <p>Homebound and Related Services</p> <p>Homeless Program</p> <p>Medicaid reimbursement</p> <p>Student Health and Wellness</p> <ul style="list-style-type: none"> Social and Emotional Learning Hospital/Homebound Services 	<p>Athletic Programs</p> <ul style="list-style-type: none"> Copper Mill Elementary School Northwestern Middle School Zachary High School
		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	

Academics				
School Leadership Team			Academic Support Team	
Early Childhood Programs PreK- 2nd	Upper Elementary Programs 3rd-6th	Secondary Programs & Technology 7th- 12th	Curriculum, Instruction & Professional Learning	Accountability & Assessment
Jessica Brister, Supervisor	Jennifer Marangos, Supervisor	Jeffery Hand, Supervisor	Tamara Johnson, Chief Academic Officer	Karin Lawless, 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 Grant Ready Start Network <p>Early Childhood Programs</p> <ul style="list-style-type: none"> School Leadership and Support Before and After School Programs School Improvement Plans Ancillary PreK -2nd PACE <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 School Copper Mill Elementary School <p>Elementary Programs</p> <ul style="list-style-type: none"> School Leadership & Support Summer School Before and After School Programs School Improvement Plans Ancillary 3rd- 6th IAIP Plans PACE <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 School Zachary High School <p>Secondary Programs</p> <ul style="list-style-type: none"> School Improvement Plans IAIP Plans Career & Technical Education Carl Perkins Grant Dual Enrollment/Advanced Placement Credit Recovery/ Summer School 7th-12th Electives 7-12th <p>Technology</p> <ul style="list-style-type: none"> Technology Initiatives & Plan Distance Learning Hardware/Software E-Rate Student 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 Certification School Achievement Data Reporting Illuminate Contact <p>Assessment Programs</p> <ul style="list-style-type: none"> National Testing District Level Testing DRDP, DIBELS, LEAP 2025, LEAP Connect, LAA1, LAA2, ELPT, EOC, NAEP and ACT Practice Test Assessment Guides and References Accelerated 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	1st- 2nd Grade	3rd- 4th Grade	5th – 6th Grade	7th – 8th Grade	9th – 12th 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 Brydie Manuel Assistant Principal Lettimarie Neziyanya Dean of Students	Beverly Hill Assistant Principal Lance Jarreau Assistant Principal Brittney Gaines Dean of Students	TBD Assistant Principal Margaret Patti Assistant Principal Justin Thompson Dean of Students	Wytika Beard Assistant Principal Kimberly Littles Assistant Principal James Walker Dean of Students	Delwyn Daigre Assistant Principal Erica Henry Assistant Principal Jessica Johnson Assistant Principal Jeremy Roussel Assistant Principal Chris Carrier Jonathan McClinton Dean of Students
June Hood, Counselor		Jessica Aslin, Counselor	Latasha Richard, Counselor	LaTonyia Johnson, Counselor	Megan Kirkindoll, Counselor	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	Renee Beadle, 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 TBD, Clerk		

