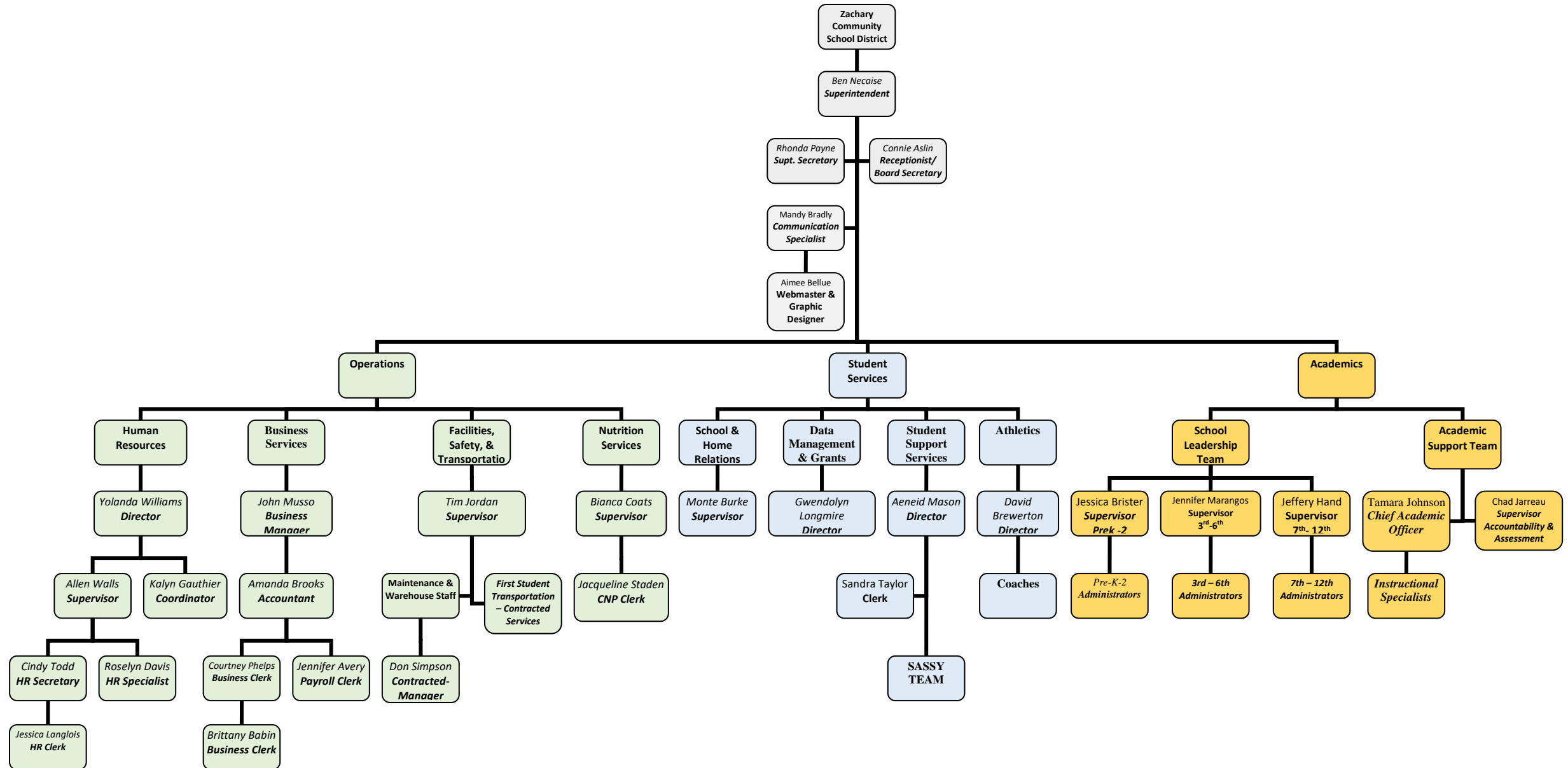


Zachary Community School District
 Main Office Organizational Chart
 2024-2025



| Operations | | | | Office of Superintendent |
|---|---|--|--|---|
| Human Resources | Business Services | Safety & Maintenance | Child Nutrition | Communications |
| <p>Yolanda Williams, Director Allen Walls, Supervisor Kalyn Gauthier, Coordinator Roselyn Davis, Specialist Cindy Todd, Secretary Jessica Langlois, Clerk</p> | <p>John Musso, Business Manager Amanda Brooks, Accountant Courtney Phelps, Business Clerk Brittany Babin, Business Clerk Jennifer Avery, 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</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 <p>administration, verification, and approvals</p> <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 <p>District Calendar</p> |

Student Services

| School & Home Relations | Data Management & Federal Programs | Student Support Services | Athletics |
|--|---|--|---|
| Monte Burke, Supervisor | Gwendolyn Longmire, Director | Aeneid Mason, Director Sandra Taylor, Clerk | David Brewerton, Director Dianne 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>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 |
| | | <p>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</p> | |

| Academics | | | | |
|---|--|--|---|--|
| <i>School Leadership Team</i> | | | <i>Academic Support Team</i> | |
| 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 | 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 Grant Ready Start Network <p>Early Childhood Programs</p> <ul style="list-style-type: none"> School Leadership and Support Summer School 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 Summer School 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>Alternative Program Port Hudson Academy 5-12th Grade</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> Brittini Matthews (English) Nicole Harvey (Science) Shannon Mitchem (Mathematics)</p> <p><u>Curriculum Specialist</u> Kristy Gilpin</p> <p>Patricia Prado, EL Interpreter Shashikala Wiltz, EL Coach</p> | <p><i>School Test Coordinators</i></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 |
| | Casey Brewerton & Beth Dauthier Teacher for Instructional Support | Brydie Manuel Assistant Principal Lettimarie Nezianya 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 Morse Assistant Principal Chris Carrier Jonathan McClinton Dean of Students |
| June Hood, Counselor | | Jessica Aslin, Counselor | Latasha Richard, Counselor | LaTonyia Johnson, Counselor | Megan Kirkindoll, Counselor | Chandra Franklin, Counselor Shae Lipscomb, Counselor Latoya Moore, Counselor Maranda Gilmore, Counselor Mico Cooper, Counselor |
| Delena Robinson, Secretary Jessica Richardson, Clerk | Tami Capello, Secretary Susan Varnadore, Clerk | Tess Ricketts, Secretary Nancy Parada, Clerk | Melissa Wedblad, Secretary JoAnn Mills, Clerk | Erika Jaksic, Secretary Anna Bateman, Clerk | Cindy Booth, Secretary Aimee Cedotal, Clerk Allison Moore, Counseling Clerk | Penny Jackson, Secretary Angela Stokes, Clerk Natasha Walker, Clerk Kristen Olinde, Counseling Clerk Toi Lee, Attendance Clerk Latisha Spears, Foundation Hall Clerk |
| | | | | Port Hudson Academy Ashley Fudge Alternative School Program Dean Katrina Shropshire, Clerk | | |

