

ASSIGNMENTS OF SUPERINTENDENT, DIRECTORS AND SUPERVISORS 2017-2018 SCHOOL SESSION

SUPERINTENDENT

Current Responsibilities

- Assists the Chairperson of the Advisory Committee
- Assists the Chairperson of the Policy and Procedure Committee
- Board Agendas and Meetings
- Chief Executive Officer and Educational Advisor of the School Board
- Community Relations
- Executes All Decisions Made by the Board Concerning the Internal Operation of the School System
- Quarterly Reports to the Board
- Recommendations for Board Action
- Secretary-Treasurer of the School Board
- Staff Assignments and Transfers

Dr. Jo Ann Matthews
Superintendent of Schools

Gwen Martinez
Executive Secretary to the Superintendent
Telephone: 985 435-4602
FAX: 985 387-6602

DIRECTOR OF HUMAN RESOURCES AND SUPERVISOR OF HUMAN RESOURCES

Director of Human Resources Current Responsibilities

- Accident Review and Return to Work Committee Member
- Administrates Family Medical Leave Act (FMLA)
- Advertisement for Positions
- Annual School Report
- Assignment of Personnel
- Certification
- Civil Rights Compliance Report
- COMPASS Leadership Team Chairperson
- Comprehensive Teacher and Leader Evaluation System (COMPASS) Chairperson
- Employee Physicals
- Employment Terminations
- Employment Verification
- ESSA Compliance
 - Reviews all Personnel Folders to Assure Teachers Maintain Their Certification Status and/or Relicensure Status
 - Receives and Responds to Letter and Telephone Inquiries Regarding Teachers' Certification Status
 - Ensures Highly Qualified Status for Paraprofessionals
- Fingerprinting
- Foreign Language Program Coordinator
- Grievance
- Immigration Services and Applications
- Intensive Assistance Plans
- Lafourche Practitioner's Certification Assistance Program
- Lawsuits and Legal Issues
- Leaves of Absence
- Louisiana Act 54 Implementation and Compliance
- Office Manager
- Personnel Accountability
- Personnel Policies – Compliance and Review
- Position Control Team Chairperson
- Prospective Employee Application Management Tracking System
- Recruitment of Personnel
- Supervision: Certain Curriculum and Certain Non-instructional Staff
- Teacher Relicensure
- Tenure
- Timesheet Program Administrator
- Transfers
- Tuition / PRAXIS Assistance
- Unemployment Claims
- Worker's Compensation (Claims)
- Performs other Duties Assigned by the Superintendent and/or Her Designee

**Supervisor of Human Resources
Current Responsibilities**

- **Accident Review and Return to Work Committee Member**
- **Assists in Recruiting Activities of Professional and Support Employees**
- **Assists with:**
 - **Act 54 Implementation and Compliance**
 - **Comprehensive Teacher and Leader Evaluation System (COMPASS)**
 - **Personnel Policies -- Compliance and Review**
 - **Timesheet Program Compliance**
 - **Worker's Compensation Claims**
 - **Teacher Relicensure**
 - **Leave Requests**
 - **Pre-employment Procedures**
 - **Highly Qualified (HQ) Compliance for Paraprofessionals**
- **COMPASS Leadership Team Member**
- **COMPASS Information System (CIS) District Contact**
- **Curriculum Committee Member**
- **Foreign Language Program Liaison**
 - **Induction**
 - **Materials and Supplies**
 - **Evaluations**
 - **LDOE Program Compliance**
 - **Immigration**
 - **8(g) Grant**
- **Instructional Supervision K-5**
- **Lafourche Practitioner's Certification Assistance Program**
- **Louisiana State Standards Compliance**
- **Maintenance of Application Tracking System for Prospective Employees**
- **New Leaders Program**
- **New Teacher Induction Program**
- **Pupil Progression Committee Member**
- **Substitute Employment**
 - **Applications**
 - **Evaluations**
 - **Management System**
- **Support Personnel Accountability**
 - **Steering Committee Chairperson**
 - **Compliance**
 - **Management System**
- **Supervision of Elementary Curriculum Specialists**
- **Talent Ed**
- **Textbook Adoption (K-5)**
- **Performs other Duties Assigned by the Director of Human Resources, the Superintendent and/or Her Designee**

Dr. Louis Voiron
Director of Human Resources
Telephone: 985 435-4631

Bernita Deville
Supervisor of Human Resources/Elementary Education
Telephone: 985 435-4635

Pamela Tardo
Executive Secretary – Human Resources
Telephone: 985 435-4605

Annette Babin
Director's Secretary
Telephone: 985 435-4609

Nicole Foret
Director's Secretary
Telephone: 985 435-4606

Glenda Johnson
Director's Secretary
Telephone: 985 435-4607

Martha LeBlanc
Staff Secretary – Elementary
Telephone: 985 435-4694

Roxane Larousse
Internal Auditor
Telephone: 985 435-4672
(Reports to Director of Human Resources)

**DIRECTOR -- MIDDLE AND SECONDARY EDUCATION
AND
SUPERVISOR - - MIDDLE SCHOOL EDUCATION**

**Director – Middle and Secondary Education
Current Responsibilities**

- Assists the Chairperson of the Academics Committee
- 8g Grants
- 504 Committee Member
- Apprenticeship Programs
- Athletics
- Carl Perkins Grant Administrator
- COMPASS Leadership Team Member
- Course Choice Contact
- Curriculum Committee Member
- District Assistance Team (DAT) Member
- Dropout Prevention Committee Member
- Fine Arts Program Coordinator
- Guidance (9-12)
- Instructional Supervision: Secondary (9-12); Career Magnet Center
- LDOE Network Collaboration Team Contact
- Louisiana Technical School District Contact
- Lafourche Medical Society Foundation, Inc. (Secretary)
- Louisiana State Standards Compliance
- Monitors District Potential Dropout Alert Report and Risk Ratio Report
- Professional Development Coordinator (Statewide / Network)
- Pupil Progression Plan Committee Member
- Student Assessment Data Information Coordinator
- Supervision: Curriculum Specialists (Secondary Schools)
- Supervision: Career Magnet Center
- Title IX Gender Equity
- Top Scholar Committee Chairperson
- Vocational Education/Tech Prep/School to Work
- Workforce Investment Board
- Youth Council Representative (WIA)
- Performs other Duties Assigned by the Superintendent and/or Her Designee

Supervisor - - MIDDLE SCHOOL EDUCATION

Current Responsibilities

- 504 Committee Member
- COMPASS Leadership Team Member
- Curriculum Committee Member
- Data Evaluation
- District Assistance Team (DAT) Member
- Education Excellence Fund (EEF)
- Guidance K-8
- Instructional Supervision: Middle (6-8)
- LEAP/GEE School Year Remediation Program
- Louisiana State Standards Compliance
- Math/Science Partnership (MSP) Grant
- Media Specialists (K-12)
- Performs Essential District Walk-Through Observations: Middle (6-8), High (9-12), and CMC
- Provides Professional Development: Middle (6-8), High (9-12), and CMC Staff
- Provides Support/Guidance to PLCs: Middle (6-8), High (9-12), and CMC
- Pupil Progression Plan Committee Member
- School and District Accountability
- Statistical Analysis of Parish Test Scores by School, Teacher, Etc.
- Student Accountability (LEAP, iLEAP, GEE, LAA1, LAA2, ELDA, EOC, NAEP)
- Student Remediation (In-School, After School, Summer School – LEAP/GEE)
- Summer School Program Coordinator
- Textbooks Adoption (6-12)
- Top Scholar Committee Member
- Performs other Duties Assigned by the Director (Middle and Secondary Education), Superintendent and/or Her Designee

Chris Kimball

Director, Middle and Secondary Education

Telephone: 985 435-4632

Karen Gisclair

Supervisor, Middle School Education

Telephone: 985 435-4633

Angelic Kraemer

Director's Secretary

Telephone: 985 435-4634

Kim Landry

Supervisor's Secretary

Telephone: 985 435-4693

ASSOCIATE DIRECTOR – TURNAROUND SCHOOLS

Associate Director – Turnaround Schools Current Responsibilities

- 8g Grants
- 504 Committee Member
- Charter/Virtual School District Contact
- Child Care (Before and After School)
- COMPASS Leadership Team Member
- Curriculum Committee Member
- Data Evaluation – complies, analyzes and reports on school and district data
- District Assistance Team (DAT) Member
- Establishes the long-range goals and short-term objectives for improving school performance scores
- Groom and Dress Committee Member
- Instructional Leadership Summit
- Instructional Supervision: Turnaround Schools (Elementary/Middle)
- Louisiana State Standards Compliance
- Monitors and suggests changes in early intervening procedures to improve effectiveness of such programs
- Pupil Progression Plan Committee Member
- Supervision: Elementary Curriculum Specialists
- TAP District Contact
- Textbook Adoption (K-5)
- Top Scholar Committee Member
- Performs other Duties Assigned by the Superintendent and/or Her Designee

Nancy Curole
Associate Director, Turnaround Schools
Telephone: 985 435-4636

Martha LeBlanc
Associate Director's/Supervisor's Secretary
Telephone: 985 435-4694

DIRECTOR -- SPECIAL EDUCATION

Current Responsibilities

- **ADA Committee Member**
- **ADD/ADHD, Dyslexia, Section 504**
- **Annual School Report (Special Education)**
- **Child Count (Special Education) and Child Search (0-22)**
- **Crisis Intervention Services**
- **Curriculum Coordination (Special Education)**
- **District Assistance Team (DAT) Member**
- **Establishes the long-range goals and short term objectives for creating equity and reducing and eliminating disproportionality in collaboration with district and school administrators, IDEA personnel at the school and district Levels, and community representatives**
- **COMPASS Leadership Team Member**
- **Compiles, analyzes and reports on school and district data on disproportionality and related correlates like disciplinary incidents, suspensions, expulsion, referrals and initial evaluations for special education and gifted education testing, dropout rates, post secondary entrance rates, reading levels, test scores and the like**
- **Extended School Year Program (Laura I) Compliance and Monitoring**
- **Hearing Impaired Program**
- **Helps facilitate effective collaboration among general, gifted and special education in order to promote culturally responsive educational services for all students**
- **HIV/AIDS Awareness Coordinator**
- **Hospital/Homebound Program**
- **IDEA Program & Compliance Monitoring**
- **Interagency Agreements for Compliance with IDEA**
- **Infant/Toddler Program and Family Service Coordination**
- **Instructional Supervision: Special Education (K-12)**
- **Instructional Supervision: Elementary (K-5)**
- **Juvenile Justice - Day Treatment**
- **Lafourche Mental Health/School Board Office Agreement**
- **Louisiana State Standards Compliance**
- **Monitors and suggests changes in early intervening procedures to improve effectiveness of such programs**
- **Monitors and suggests changes in SBLC procedures to improve effectiveness of such programs**
- **Nursing Program/Special Health Service Needs**
- **OCDD/LRS/School Board Office Agreement**
- **Officially Designated Representative (IEP)**
- **Paraprofessional Handbook**
- **Preschool-Day Care/Nursery Agreement**
- **Pupil Appraisal Services**
- **Psychologist Intern Program**
- **Pupil Progression Plan Committee Member**
- **Related and Support Services to all Children**

DIRECTOR -- SPECIAL EDUCATION

Current Responsibilities *continued*

- Represents the district at professional meetings, conferences as well as on task forces and committees related to equity and disproportionality at the local, state, and national levels
- Request for Placements (Special Education)
- Request for Student Records (Evaluation/IEP, Etc.)
- Request for SSI Determination
- SBLC District Chairperson
- School Nurse Program Supervisor (EPSDT & KIDMED)
- Section 504 Director (coordinates and implements Section 504 activities and services of the district)
- Special Education Policy and Procedure Manual
- Special Education Services
- Special Transportation
- Speech Therapy Services Program
- Speech Therapy Intern Program Student Accountability – Testing (Special Education)
- Supervision: Special Education Effectiveness Liaisons
- Support and Related Services – Occupational Therapy, Physical Therapy, Speech Therapy, Music Therapy, Adapted Physical Education
- Talented/Gifted Program
- Textbook Committee Member (Special Education)
- Third Party Billing/Medicaid/EPSDT – Administrative Option & Rehab. Option/Medicaid Visually Impaired Program
- Performs other Duties Assigned by the Superintendent and/or Her Designee

Dr. Charles Michel
Director, Special Education
Telephone: 985 435-4637

Crystal Legendre
Director's Secretary
Telephone: 985 435-4639

SUPERVISOR -- FEDERAL PROGRAMS/ELEMENTARY EDUCATION

Current Responsibilities

- 504 Committee Member
- 8g Grants
- COMPASS Leadership Team Member
- Curriculum Committee Member
- Collaborates with and/or develops programs and services that increase parental/family and community engagement in order to promote reductions in disproportionality
- District Assistance Team (DAT) Leader
- District DIBELS Coordinator
- Early Childhood Network – Lead Agency Supervision
- English as a Second Language (ESL) Program – Title III
- Groom and Dress Committee Member
- Instructional Supervision: Elementary (K-5)
- Instructional Supervision (Titles I, II, III, IV, VII, & X)
- Indian Education and Support Services Program – Title VII
- Lorio Grants
- Louisiana State Standards Compliance
- McKinney-Vento Program and Support Services (Titles I and X)
- Media Center Personnel
- Migrant Education – Title I, Part C
- Monitor Implementation of the Programs According to Federal Guidelines and Policies
- Neglected and Delinquent - Title I, Part D (Lafourche Parish Juvenile Justice Facility)
- Operation and Maintenance of Media Center
- Parent Involvement - Title I
- Pre-K Early Childhood Supervision – Title I, LA 4, 8(g) and Early Childhood Network
- Provides State and Federal Program Evaluation for Titles I, II, III, IV, VII, and X
- Pupil Progression Plan Committee Member
- RTI District Contact - - Coordinates and monitors the development, implementation and process of RTI (Response To Intervention) Teams in PreK – 12 Schools
- School-Wide Plans (Title I Schools)
- Supervision: Curriculum Specialists (Elementary Schools)
- Supervisor of School-wide and Targeted Assistance Programs
- Supervisor of Parochial School Title I Programs
- Textbook Adoption (K-5)
- Top Scholar Committee Member
- Performs other Duties Assigned by the Superintendent and/or Her Designee

Jimi Encalade
Supervisor -- Federal Programs/ Elementary Education
Telephone: 985 532-2508

Sara Plaisance
Staff Secretary
Federal Programs
985 532-2508

Martha LeBlanc
Staff Secretary
Elementary Education
985 435-4694

Angela Eusea
Staff Secretary
Federal Programs
985 532-2508

DIRECTOR -- JR. ROTC PROGRAM

Current Responsibilities

- **Assures all property control procedures are adhered to in compliance with applicable regulations.**
- **Commands statewide JROTC Summer Camp as required**
- **Coordinates with SAIs to prepare district response to all correspondence received from USACC.**
- **Conducts Public Affairs Program in local areas among school and community officials, civic groups, PTC groups, etc. to further understanding of the JROTC Program and monitors enrollment efforts for the JROTC Program**
- **Conducts visits to the JROTC units to insure compliance with School Board and Army policy**
- **Enrolls students in the JROTC Program to maintain minimum required Enrollment**
- **Ensures that required documentation is maintained on the card holder of a GPC and the billing official (BO); provides them with copies for their records. Ensures that the BO is provided copies of all transactions for review, approval and certification of items purchased with the GPC.**
- **Establishes procedure to control and safeguard the issuance of textbooks, equipment, and supplies to students, and materials which are maintained over and above that issued to students**
- **Expulsion Committee Member**
- **Maintains good relations with school authorities and faculty and student bodies – represents the Department of the Army locally in all matters relating to the JROTC Program**
- **Maintains liaison with USACC to ensure current regulations, policies, and procedures are available.**
- **Manages the JROTC Program according to school rules, regulations, and customs and keeps school authorities abreast of laws and regulations affecting this program**
- **Member of the National JROTC Curriculum Committee**
- **Organizes, coordinates, and directs JROTC activities in the district: adventure/drill/rifle/academic competitions, service learning projects, awards ceremonies, military balls, JCLCs, and other activities.**
- **Oversees Jr. ROTC Programs**
- **Plans and requisitions instructional materials, textbooks, clothing, and equipment in a timely manner for JROTC Program**
- **Prepares an annual budget for ammunition, clothing, equipment and supplies for the Department of the Army**
- **Prepares input as required for the Lafourche Parish School Board annual budget**
- **Prepares written, narrative report on all Junior ROTC personnel in Lafourche Parish as required by Army Regulation 145-2**
- **Provides a written operation procedure for all instructors relating to the administration, control, instructing and training of JROTC Students**
- **Provides a program evaluation and keeps the superintendent, staff, and principals informed of changes recommended and based on the evaluation**

DIRECTOR -- JR. ROTC PROGRAM

Current Responsibilities *continued*

- **Responsible for publication and updating on an annual basis the program of instruction for the Parish JROTC units - prepares and updates required lesson plans for each hour of instruction outlined in the program of instruction - prepares and updates examinations covering the material outlined in the program of instruction**
- **Serves as a certified interviewer for potential applicants who are seeking qualification as an Instructor or MPS. Recruit, recommend, and coordinate hiring instructors for JROTC.**
- **Performs other Duties Assigned by the Superintendent and/or Her Designee**

**Major Kelvin Cooper
Director -- Junior ROTC Program
Telephone: 985 446-5396**

**Holly Maurer
Director's Secretary
Telephone: 985 446-5396**

DIRECTOR -- CHILD NUTRITION

Current Responsibilities

- **Administration Programs**
- **Bids: Food Items – Specifications/Purchasing Notification**
- **Child Nutrition Programs**
 - **After School Snack Program**
 - **School Breakfast Program**
 - **School Lunch Program**
 - **USDA Commodity**
 - **Summer Feeding**
- **Performs other Duties Assigned by the Superintendent and/or Her Designee**

Lauren B. Fletcher
Director -- Child Nutrition Program
Telephone: 985 447-3732, Ext. 1

Sandra Wempren
Child Nutrition Area Manager
Telephone: 985 447-3732, Ext. 2

Michelle Delatte
Receptionist
Telephone: 985 447-3732, Ext. 0

Yvonne Folse
Accountant/Office Manager
Telephone: 985 447-3732, Ext. 4

Jenny Kramer
Meal Application and Verification Processor
Telephone: 985 447-3732, Ext. 3

Phyllis Nicholas
Purchasing Clerk
Telephone: 985 447-3732, Ext. 5

DIRECTOR -- CHILD WELFARE AND ATTENDANCE

Current Responsibilities

- **Advisory Board - Local Law Enforcement Block Grant (LLEBG)**
- **Approve or Deny Affidavits for Temporary Custody for School Attendance**
- **Approve or Deny Affidavits for Parent Proof of Residence**
- **Attendance Hearing Officer/Student Denial of Credit**
- **Bulletin 741**
- **Child Abuse Liaison to Office of Community Services/Child Abuse Records**
- **Community Alternative Placement (CAP) Program**
- **Cultural and Aesthetic Events**
- **Denial of Credit Hearing Officer**
- **District Discipline Committee Member/Code of Conduct/Hearing Officer**
- **Excessive Absence Review**
- **Historical Truant List Program**
- **Home Study Program Monitor**
- **Home Visits/Investigate Student Truancy and Verify Parent Residences**
- **Issue Superintendent's Student Work Permits When Necessary (Summer)**
- **Lafourche Parish Juvenile Justice Facility Liaison/Student JJF Records**
- **Lafourche Parish Family in Need of Services (FINS) Committee**
- **Lafourche Parish District Attorney Truancy Enforcement (DATE) Program**
- **Louisiana Youth Challenge Program Liaison**
- **LSBA Student Art Contest (K-12)**
- **LPSB Parental Complaints (K-12)**
- **Positive Acton School Site (PASS)**
- **Police on Campus Liaison/Drug Dog Searches/Campus Security Issues**
- **Positive Attitudinal Reinforcement Center Program (PARC)**
- **Principal Requests for Assistance Referrals (Tardy/Truant/Incorrigible Students)**
- **Principal Requests for Student Excessive Absence Review Waivers**
- **Review and Approve or Deny Affidavits for Custody for School Attendance**
- **School Attendance Handbook and Brochure**
- **Student Attendance Zone Enforcement and/or Special Permission Permits**
- **Special Duty Assignments by the Superintendent/Attend Meetings/Research**
- **Student Census/Average Daily Attendance Reports/Perfect Attendance Reports**
- **Student Drop Outs/Investigate Illegal Drop Out Repots/Unknowns**
- **Student Information System Reports/Discipline Texts/Attendance Date/Codes**
- **Student MFP Report (Oct. 1 and Feb. 1 Membership Count)**
- **Student Probation Monitor (Court and/or Expulsion Return to School Contracts)**
- **Student School and Court Records**
- **Performs other Duties Assigned by the Superintendent and/or Her Designee**

Frank Pasqua
Director -- Child Welfare and Attendance
Telephone: 985 435-4611

Kim Gros
Director's/Supervisor's Secretary
Telephone: 985 435-4613

SUPERVISOR -- COMPLIANCE/HEARING OFFICER

Current Responsibilities

- **504 Committee Member**
- **Annual Dropout Report**
- **Bullying Training Compliance**
- **Child Abuse Program**
- **Community Alternative Placement (CAP) Program**
- **Common Core State Standards Compliance**
- **COMPASS Leadership Team Member**
- **DARE Coordinator**
- **DATE Program Hearing committee**
- **Denial of Credit Hearing Officer**
- **Discipline Committee Chairperson**
- **Disproportionality Advisory Committee Chairperson**
- **Disproportionality Committee Chairperson**
- **Dress Code Committee Chairperson**
- **Ethics Training Compliance**
- **Evaluate Juvenile Justice Instructor(s)**
- **Exchange Student Program**
- **Excessive Absence Review**
- **Expulsion Committee Hearing Officer**
- **F.I.N.S. Representative**
- **HIV/AIDS Awareness Committee Member**
- **Home Study Program Coordinator**
- **Home Visits**
- **Illegal Dropouts Report**
- **Juvenile Justice Commission Committee Member and Juvenile Justice Liaison**
- **Lafourche Parish Children/Youth Planning Committee Member**
- **Lafourche Parish Dropout Committee Member**
- **Lafourche Parish Drug Court Committee Member**
- **Louisiana Youth Challenge Program Liaison**
- **PBIS Representative**
- **Positive Action School Site (PASS)**
- **Positive Attitudinal Reinforcement Center Program (PARC)**
- **Pupil Progression Plan Committee Chairperson**
- **Review and Approve or Deny Affidavits for Custody for School Attendance**
- **School Calendar**
- **School Wide Positive Behavior Support (SWPBS) Chairperson**
- **Sexual Harassment Grievances**
- **Truancy Committee Member**
- **Student Attendance Records**
- **Student Census**
- **Student Discipline (K-12)**
- **Student Information System (SIS) Webpams Administrator**
- **Student PEP Reporting**
- **Student MFP Report (Oct. 1 Membership)**

SUPERVISOR -- COMPLIANCE/HEARING OFFICER

Current Responsibilities continued

- SRO Program
- VAL Alternative Program Representative
- WebPAM Representative
- Zoning Permits
- Performs other Duties Assigned by the Superintendent and/or Her Designee

BARRY FILCE

Supervisor -- Compliance/Hearing Officer

Telephone: 985 435-4612

Kim Gros

Director's /Supervisor's Secretary

Telephone: 985 435- 4613

BUSINESS MANAGER

Current Responsibilities

- **Accident Review and Return to Work Committee Member**
- **Adheres to district guidelines relative to attendance**
- **Assists the Chairperson of the Finance Committee**
- **Assists the Chairperson of the Insurance Committee**
- **Builds positive relationships based on communicating the departmental projects and respecting the partnerships that are required to successfully implement new systems**
- **Coordinates and Oversees the Boards' Health Insurance Program**
- **Coordinates and Oversees the Board's Long-term Debt Program**
- **Coordinates and Oversees the Board's Land and Facilities Management Program**
- **Coordinates and Oversees the Boards' Maintenance Program**
- **Coordinates the Production and Implementation of the Comprehensive Budget**
- **Coordinates the Production and Implementation of the Salary Schedules**
- **Directs and Plans Property, Casualty and Fleet Insurance Matters and Other Risk Management Activities**
- **Directs and Plans the Work of Payroll, Accounts Payable, Property Accounting, Purchasing, General Accounting and Budgeting**
- **Implements Board Adopted Policy and Outside Auditor's Recommendations**
- **MUNIS Oversight**
- **Position Control Team Member**
- **Provides Monthly Financial Statements to the Board/Superintendent**
- **Recommends Property Tax Millage Rates**
- **Retirement**
- **Supervises and Maintains an Adequate Internal Control in all Accounting Areas**
- **Supervision: Deputy Sales Tax Collector, Grant writer, Head Accountants, Grant Accountants, Physical Facilities Manager, Purchasing Agent, and Safety and Maintenance Manager**
- **Performs other Duties Assigned by the Superintendent and/or Her Designee**

Don Gaudet
Business Manager
Telephone: 985 435-4651

LaFon Ortis
Assistant Business Manager
Telephone: 985 435-4658

Adele Matherne
Manager's Secretary
Telephone: 985 435-4656

Lead Accountants:

Shasta Chiasson
Projects/Budgets
Telephone: 985 435-4628

Chastity Himel
Payroll/PEP
Telephone: 985 435-4626

Elvin Ponville
General/Schools
Telephone: 985 435-4652

Grant Accountants:

Ashley Arceneaux
Telephone: 985 435-4647

Lisa Hebert
Telephone: 985 435-4623

Catherine Jordan
Telephone: 985 435-4667

Sales Tax:

Amanda Granier
Sales Tax Collector
Telephone: 985 435-4664

Janet Gros
Asst. Sales Tax Collector
Telephone: 985 435-4666

Schyvanda Buggage
Sales Tax Auditor
Telephone: 985 435-4668

Ashley McCollough
Sales Tax Auditor
Telephone: 985 435-4624

Nicole Theriot
Sales Tax Accountant
Telephone: 985 435-4665

Nellie Wilson
Sales Tax Specialist
Telephone: 985 435-4663

Purchasing

Jennifer Tobias
Purchasing Agent
Telephone: 985 435-4659

Accounts Payable/Insurance/Payroll/Accounting/Retirement

Kasey Adams
Accounts Payable Clerk
Telephone: 985 435-4653

Tanya Ayzine
Insurance Specialist
Telephone: 985 435-4654

Terry McCollum
Payroll Specialist
Telephone: 985 435-4655

Phyllis Plaisance
Accounting Clerk
Telephone: 985 435-4627

Elizabeth Richard
Retirement Specialist
Telephone: 985 435-4650

INFORMATION TECHNOLOGY MANAGER

Current Responsibilities

- **Plans and coordinates the activities of the IT Department such as installing and upgrading hardware and software, programming and systems design, the implementation of computer networks**
- **Engages other administrators in planning and managing of, and developing standards for all management information systems for the district in order to collect, maintain, retrieve, and report accurate information to district personnel and state and federal agencies**
- **Builds positive relationships based on communicating the departmental projects and respecting the partnerships that are required to successfully implement new systems**
- **Acts as the project manager for new and upgraded projects, makes recommendations for the selection of technology**
- **Plans and coordinates the security activities over all critical files and databases**
- **Assists with staff development opportunities, and provides technical support for information technology issues**
- **Oversees the operation and maintenance of the district's administrative hardware and software systems, databases and networks. This includes the storage and maintenance of all software licenses, original source software, and documentation.**
- **Oversees the staffing and budget preparation for the Information Technology Department**
- **Remains current with the capabilities, limitations and utilization of technologies through self-study and participation in professional staff development**
- **Reports the progress of technology development projects, resource utilization, and production performance**
- **Serves on committees to create, revise, and implement plans for the application of technology, which supports teaching, learning, and assessment**
- **Effectively supports and communicates the district's technology plan to district personnel and the community**
- **Presents complex technical ideas clearly and effectively to a large user base using multi-media presentations, by phone, and in written form**
- **Prepares and maintains technical, operational and user documentation according to departmental standards**
- **Demonstrates positive support of school, community and administrative expectations**
- **Adheres to School Board policy and regulations**
- **Performs job responsibilities utilizing efficient time management techniques allowing for the successful completion of tasks before specified deadlines**
- **Adheres to district guidelines relative to attendance**
- **Practices professional ethics in the community and district**
- **Performs other Duties Assigned by the Superintendent and/or Her Designee**

William "Ben" Gautreaux
Information Technology Manager
Telephone: 985 435-4641

Mona Delatte
Computer Operator
Telephone: 985 435-4643

Sean Bourg
System Analyst
Telephone: 985 435-4642

Caroline Lagarde
System Analyst
Telephone: 985-435-4692

Christine Percle
System Analyst
Telephone: 985 435-4644

Craig Badeau
Computer Installation Technician
Telephone: 985 435-4674

Wade Matherne
Computer Repair Technician (CL Area)
Telephone: 985-435-4675

Wayne Stevens
Computer Repair Technician (NL Area)
Telephone: 985 438-2455

Micah Wilson
Computer Repair Technician (SL Area)
Telephone: 985 228-5090

COMMUNICATIONS SPECIALIST/TRANSPORTATION

Current Responsibilities

COMMUNICATIONS/PUBLIC RELATIONS

- **4 – H Club Activities**
- **Acts as liaison between the school system and representatives of the media through press releases, press conferences, and press kits**
- **Conducts workshops, seminars, and informal sessions on sound communications for teachers, principals, and all employees**
- **Coordinates and makes use of volunteers in communications**
- **Develops, implements, and supervises a variety of communication vehicles (audio/video)**
- **Maintains open lines of communications with governmental agencies, civic and business organizations and provides prompt responses to requests for public information about the system, its policies and its programs**
- **Organizes conventions, conferences, travel arrangements, etc.**
- **Serves as a liaison between the school system and other public agencies, civic and business organizations**
- **Supervises employee and student recognition programs, congratulatory letters, retirement social, employee of the year programs, and other student and employee recognition programs**
- **Supervises the preparation of newsletters, pamphlets, brochures, annual report, or other publications (except student publications) on activities and services of the school system**

TRANSPORTATION

- **Accident Review and Return to Work Committee Member**
- **Assist school administrators, bus operators, bus monitors, and parents in resolving transportation related issues**
- **Assists the Chairperson of the Transportation Committee**
- **Bus Drivers**
 - **Recruitment, Observations, and Evaluation**
 - **Training/Inservice**
 - **Physicals and Drug Screening**
- **Bus Route Assignments**
- **Coordinate scheduling for inspection of all private, board owned and leased school buses**
- **Maintain a physical presence in the community to ensure drivers adhere to safe driving**
- **Respond to bus accidents/incidents and assist with preparation of required reports, and participate in accident/safety review process**
- **Safety (School Buses)**
- **Student Discipline (School Buses)**
- **Performs other Duties Assigned by the Superintendent and/or Her Designee**

Floyd Benoit
Communications Specialist/Transportation
Telephone: 985 435-4621

Paula Pharagood
Secretary (Communications)
Telephone: 985 435-4622

Mindy Roberson
Secretary (Transportation)
Telephone: 985 435-4682

SAFETY MANAGER

Current Responsibilities

- **Accident Review and Return to Work Committee Chairperson (Sets the agenda for the committee meetings by collecting and formulating relevant information in such a way that decision-making is facilitated / acts on findings, recommendations, actions and monitoring at least quarterly)**
- **Adheres to district guidelines relative to attendance**
- **Buildings and Maintenance**
 - **Insurance Request for Improvements**
 - **Conducts building and grounds hazard surveillance surveys on a periodic and regular basis to detect code violations, hazards and incorrect work practices and procedures**
 - **Inspects all School Board sites and makes recommendations relative to the general cleanliness of the sites**
- **Builds positive relationships based on communicating the departmental projects and respecting the partnerships that are required to successfully implement new systems**
- **Coordinates and Monitors Safety Drills**
- **Coordinates Use of School Facilities**
- **Disseminates information to department heads and others regarding toxic and hazardous waste and materials, emergency preparedness and other safety information as required by State and Federal regulations**
- **EPA**
- **Emergency Preparedness Coordinator**
 - **Notified all site administrators concerning possible tropical storms and gives them storm preparation instructions**
 - **FEMA Contact Person**
 - **Assists with disaster recovery and reporting efforts**
- **IAQ (Indoor Air Quality)**
- **Insures that all property and casualty policies are renewed on timely basis by providing timely and accurate information to the agents-of-record, and by consulting with the School Board's Property and Casualty Insurance Consultant.**
- **Lead Contamination in Drinking Water in School Facilities**
- **Receives and reviews all accident and incident reports, conducts investigations of those that require additional information**
- **Safety**
 - **Monthly Safety Checklist from Schools**
 - **Conducts ongoing internal monitoring of safety programs at all School Board sites**
 - **Conducts workshops to in-service School Board personnel on safety issues**
 - **Develops written policies and procedures designed to enhance safety within the school system and on its grounds**
 - **Develops approaches to safety and loss prevention based on reports of incidents, accidents and other relevant information**

SAFETY MANAGER

Current Responsibilities *continued*

- **Safety (continued)**
 - **Assists administrators in enforcing safety regulations and codes**
 - **Measures and evaluates effectiveness of safety program, using established goals**
- **Vandalism**
- **Vehicles – Apply for Registrations**
- **Works with the School Board’s agents-of-record and third party administrator for its workers compensation and general liability programs to insure proper handling of claims**
- **Performs other duties assigned by the Superintendent and/or Her Designee**

Byron DeLaune
Safety Manager
Telephone: 985 435-4617

Lori Tabor
Safety and Maintenance Managers’ Secretary
Telephone: 985 435-4618

Renee Guidry
School Climate Coach
Telephone 985 435-4678

MAINTENANCE MANAGER

Current Responsibilities

- Adheres to district guidelines relative to attendance
- AHERA Annual Compliance Notification
- Bids (Maintenance Items) – Specifications/Purchasing Notification
- Buildings and Maintenance
 - Insurance Request for Improvements
 - Conducts building and grounds hazard surveillance surveys on a periodic and regular basis to detect code violations, hazards and incorrect work practices and procedures
 - Inspects all School Board sites and makes recommendations relative to the general cleanliness of the sites
- Builds positive relationships based on communicating the departmental projects and respecting the partnerships that are required to successfully implement new systems
- CFD Management (Refrigerant Record Keeping)
- EPA
- Garbage Collection and Disposal
- IAQ (Indoor Air Quality)
- Janitorial, Paper and Floor Care Products
- Manage and monitor maintenance personnel and operations
- Pest Control
- School Dude Work Orders - Receive and Approve from Staff Members and Principals
- Vandalism
- Performs other duties assigned by the Superintendent and/or Her Designee

Marcus Danos

Maintenance Manager

Telephone: 985 447-7236

Lori Tabor

Safety and Maintenance Managers' Secretary

Telephone: 985 435-4618

PHYSICAL FACILITIES MANAGER

Current Responsibilities

- Acts as a Liaison Between the School Board and the Lafourche Parish Planning Committee to Make Certain that School Facilities are Adequate to Service Population Increases in the Parish
- Adheres to district guidelines relative to attendance
- Assists the Chairperson of the Land and Facilities Management Committee
- Assists with Disaster Recovery and Reporting Efforts
- Bids--Portable Buildings
- Builds positive relationships based on communicating the departmental projects and respecting the partnerships that are required to successfully implement new systems
- Compiles the Budget for all Construction/Renovation Projects, Ensures that all Bills are Properly Coded & Monitors the Progress of all Projects in Terms of Cost
- Construction/Renovation Projects –
- Coordinates with State, Local and Federal Officials to Obtain Building Permits
- Develops a Job Review File Which Shall Include all Drawings, Warranties, Operation and Maintenance Manuals, Liens, Etc.
- FIXED ASSETS
- Helps Coordinate Activities Between Architects, Engineers and Construction Managers
- Inspects all Projects to Determine if Construction is in Compliance with Design Specifications
- Inspects and evaluates buildings and grounds and makes recommendations to the School Board
- Insurance Request for Improvements
- School Lands
- Sixteenth Section Lands (Surface and Mineral Leases)
- Submits regular reports as to the condition of physical facilities, ongoing projects, and proposed projects
- Verifies that all School Board buildings are in compliance with required regulations, codes standards and laws
- Works with the Superintendent, Administrative Staff, School Principals and School Staff/Faculty to Maintain and Upgrade School Plant Facilities
- Works with Safety and Maintenance Manager to Coordinate Work Orders and Service Calls
- Works with Architects, Engineers, Consultants, Contractors and Sub-contractors to Determine and Maintain Construction Schedules
- Performs other Duties Assigned by the Superintendent and/or Her Designee

Evan Plaisance
Physical Facilities Manager
Telephone: 985 435-4671

Judy Leray
Manager's Secretary
Telephone: 985 435-4670