

**Sr. Melanie A. Guste, RSCJ, Ph.D.**

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**PROFESSIONAL EDUCATION**

**Fielding Graduate University**, Santa Barbara, CA  
Doctorate (Ph.D): Human and Organizational Systems - July, 2006.

**Fielding Graduate University**, Santa Barbara, CA  
Master's Degree (MS) - Human and Organizational Systems

**University of San Francisco (USF)** San Francisco, CA  
Master's Degree (MAS) -Master of Applied Spirituality

**Loyola University**, New Orleans, Louisiana  
Master's Degree (M.Ed.) - Administration and Supervision of Schools

**Loyola University**  
Bachelor's Degree - Major: Secondary Education;  
Minor: English and Social Studies  
Certificate: Type A: Principal for a lifetime of Service in Louisiana

**Academy of the Sacred Heart**, N.O., LA  
High School Degree

**PROFESSIONAL EXPERIENCE****Headmistress (Head of School): Academy of the Sacred Heart-2014-2021**

- Responsible for providing leadership and direction for all aspects of Little Hearts Program (Infant through 3-year-old-program) and pre K-12<sup>th</sup> grades (4 Divisions) in a private, Catholic independent school for all girls in New Orleans.  
(<http://www.ashrosary.org>)

**Network of Sacred Heart Schools- St. Louis, MO**

- **Member of SHCOG Commission and Visiting Team(s)**  
Responsibilities included service on visiting committee for schools within national system, assessing total school program in relation to standards and goals including teacher interviews and class observation. (Unpaid part-time service provided on a rotational basis)
- **Research and consulting projects** including SHCOG Assessment and Network Organizational Assessment (on-going)

**Director of Planning, Society of the Sacred Heart, United States-Canada) Province (2012-2014)**

- Responsible for providing leadership and direction for strategic, operational, and action planning for mission and service in the United States and Canada. (e.g., restructuring and reorganizing the Province; merger of the United States Province

with the Canadian Province, SHCOG assessment, Institutional Task Force(s), and other strategic projects of the Province)

**Member-United States Provincial Team-Society of the Sacred Heart, United States-Canada Province (June, 2009-August, 2012)**

- Comprehensive leadership for all aspects of the Society of the Sacred Heart in the United States and Canada Province—spiritual, governance, apostolic (ministries), community, etc. Specific responsibilities included service on the Sacred Heart Commission on Goals (SHCOG) for 3 years as the Provincial Team Liaison with schools. Facilitated the development of the 5-Year Strategic Planning Process for the Society of the Sacred Heart and served on the Provincial Team to track the implementation of the plan for 4 years. (Service on SHCOG continues to the present time.)

**President and CEO, Louisiana Association of Nonprofit Organizations (LANO)**

- Responsible for leadership and strategic direction toward the mission and goals of the statewide organization with 5 satellite offices across the state. Chiefly responsible for planning, organization, policy, performance, culture-building, team development, community relations, program, product and service development, growth, controls, and relationship with Board of Directors.

**Educational/Organizational Consultant**

SELECTED Clients (Contracted service descriptions)

- *Network Schools of the Sacred Heart, St. Louis, MO* Consultant to organization for strategic planning and organizational assessment. Facilitated the strategic planning process for the 25 Network member schools in the U.S. Province. Facilitated Task Force for organizational assessment.
- *Louisiana Association of Nonprofit Organizations*: Senior Consultant for system-wide strategic planning, capacity-building and organizational development: Comprehensive organizational assessment, multiple Statewide-Program Design and Development, Performance and Evaluation, Logic Modeling, and Longitudinal research study of performance and functionality within nonprofits in Louisiana.
- *State of Louisiana-Department of Education and Office of Youth Development*: Developed statewide curriculum in five academic content areas for incarcerated juveniles of the State of Louisiana; Conducted system-wide teacher training using web-based instructional material and active learning techniques. In conjunction with the previous project, facilitated the initial stages of development for the agencies 5-year strategic plan.
- *Academic Distinction Fund*: Process design, planning consultation and facilitation for planning methodologies related to school and teacher quality in East Baton Rouge Parish schools.
- *University of Louisiana-Southeastern/ State of Louisiana: Department of Education*: Consultant for HIV/STD/Teen Pregnancy Prevention Planning Grant (Statewide plan with multiple constituency groups)
- *State of Louisiana-Office of Women's Services*: Developed statewide process for Family Violence Quality Improvement Standards. Developed 5-year strategic plan; Developed Customer Service Plan; Fund development- grant proposals to U.S. Department of Transportation and U.S. Department of Labor for Federal/State funds

to support women and children; Annual planning for Teen Pregnancy Prevention providers statewide; Annual Planning for Industry Advisory Board of the Displaced Homemakers Statewide Program; Evaluation of OWS's FV Quality Assurance Process; Designed the start-up of the first Temporary Assistance to Needy Families (TANF) Microenterprise Development Program; Facilitated the development of Collaboration Plan between Domestic Violence shelters in Katrina-affected areas of the State

- *East Feliciana Parish (County) Youth Collaborative*: Designed and facilitated comprehensive community planning and development for youth of the Parish (County).
- *Blue Cross/Blue Shield of Louisiana*: Consultant to "Caring Foundation for Children" for mission development and strategic planning.
- *State of Louisiana-Office of Public Health*: Developed the Louisiana's comprehensive "Youth Suicide Prevention Plan" for youth. (Statewide constituency groups)
- *Name(s) With-held (confidentiality)*: Executive Coaching: Chief Executive Officers and Chief Administrative Officers.
- *State of Louisiana-Department of Education*: Mediator and Due Process Hearing Officer for disputes involving children/youth with special needs.
- *State of Louisiana-Department of Education*: AmeriCORP Hippy Program: Workshop designer and presenter for a series of educational seminars provided statewide in various areas of professional development.
- *State of Louisiana-Department of Health and Hospitals—Office of Addictive Disorders*: Consultant/facilitator—two-year grant to develop statewide plan for addiction prevention among youth. (Statewide constituency groups)
- *East Feliciana Parish School System--Special Education, Grief Counseling Center, Louisiana Foundation for Historical Louisiana, West Baton Rouge Chamber of Commerce, - Board Retreats/ Strategic Planning*.
- *City of Baton Rouge-Community Action for Children*: Consultation on comprehensive organizational strategy and facilitation of annual action plan to serve BTR's children and youth.
- *Diocese of Baton Rouge*: Facilitation of Consolidation of Church Parishes, Plaquemine, LA. Service on Board of Director's and Human Resources Committee. Wrote curriculum on Sacraments for the for the Office of Religious Education.
- *St. James Episcopal Day School*: Developed 3-year Strategic Plan
- *St. Louis Catholic High School, Lake Charles, LA*: Faculty In-service on Learning Styles and Annual Planning Board Retreat.
- *Gulf Coast Teaching Family Services*: Organizational Consultant for a wide variety of services.
- *The Pew Civic Entrepreneur Project*: Facilitated leadership class as a dimension of a nationwide project.

**Director, CareerNET Workforce Development Network-- Louisiana Department of Labor-Baton Rouge, Louisiana,**

- Responsibilities included the administration, design, organization, management of all aspects of the "CareerNET" workforce development network, including a competitive state funded RFP process to establish 25 career centers throughout the state as well

as a technology/laboratory hub station in Baton Rouge. Other responsibilities included the provision of a comprehensive "train the trainer" staff development program for both internal and external customers of the DOL in workforce development programs. Supervised the design and delivery of a state-of-the-art information site on the WWW, computer lab, and acted as a liaison with School to Work and multiple organizations/agencies.

**State Director, Learn and Serve America, Office of Lieutenant Governor-Baton Rouge, Louisiana**

- Responsibilities included the initial design, development and launch of Louisiana's Learn and Serve America state program (the K-12 component of the National and Community Service Act) as well as the overall administration, management, and organization of all aspects of Learn and Serve America and its up to 75 recipients of school based and community-based grant awards.

**Education Program Manager, Louisiana State Department of Education-Baton Rouge, Louisiana**

- Responsibilities included the management of federally mandated complaint management system for special education students and for quality control, evaluation of programs, recommendation of approval of programs for funding renewal, and management of complaints to resolution through due process, mediation, and hearing levels.

**Educational Consultant/Media Design Specialist- Center for Educational Design and Communication-Washington, D.C.**

- Responsibilities included consultation and technical assistance on learning and communication theory and design, curricula and instructional materials, design of visual resource materials (media), including writing, editing, production of books, videos, and other media products such as training programs. Evaluation of programs sponsored by organizations and associations at national, state, local and grassroots levels.

**University of the Philippines/SFI- Quezon City, Philippine Islands, Admin-Special Programs/Instructor**

- Guest Instructor: Educational Seminars-Leyete, Cotobato City, Manila and Quezon City, Philippine Islands. Responsibilities included workshops and seminars throughout the islands. I designed these programs, developed the instructional materials, and coordinated the learning experience.

**Schools of the Sacred Heart-San Francisco, CA**

- **Teacher/Program Designer/Administrator**  
Responsibilities included the design and development of service-learning programs as an integrated component of school mission and curriculum, design of related curriculum materials and supervision of all on-site, out of school related activities.

**Academy of the Sacred Heart-Grand Coteau, LA**

- **Teacher/Program Designer/Administrator**  
Responsibilities included the design and development of service-learning programs as an integrated component of school mission and curriculum, design of related curriculum materials and supervision of all on-site, out of school related activities.

**Angela Merici Elementary School- Metairie, LA**

- **Teacher**

Responsibilities included teaching 7th/8th grades and yard/bus duty.

**Maryhill Summer Youth Camp-Pineville, LA**

- **Supervisor**

Responsibilities included administration of program(s) for children ages 7-15. Designed staff development programs and supervised of camp counselors. Camp was in session to serve 600 children each week for 4 weeks each summer. Camp targeted children without opportunities to attend camp. (I worked in this position as a summer job—it was full time during the six-week summer program each summer.)

**Louisiana State Board of Education Grant, Vocational Education, State of Louisiana/Loyola University, New Orleans, Louisiana**

- **Research Associate**

Responsibilities included coordinating and collecting research in statewide study of vocational goals for Department of Education grant study, scheduling and holding statewide public hearings, evaluating, and analyzing data from hearings, conducting on site visitations of state vocational schools.

**Guste Political Campaigns-New Orleans, Louisiana**

- **Volunteer Coordinator and Public Relations**

Responsibilities included developing and maintaining a corps of volunteers (sometimes up to 1,000) to actively participate in rallies, leafleting, parades, neighborhood blitz(s), etc. Other responsibilities included the operation of phone bank and sound truck(s). Organized "coffee parties" and assisted with major events. I was trained by Mat Reese and Associates--national political consultants for this administrative and public relations work. (I worked part-time on political campaigns throughout my high school and college years on Dad's campaigns and on the campaigns of other individuals.)

**Antoine's Restaurant-New Orleans, Louisiana US**

- **Administration Intern**

Responsibilities included accounts receivable and operation of NCR machines. Internship in restaurant business management. (I worked at Antoine's while studying for my first master's degree at Loyola/NO. The primary objective was learning the administrative/business functions of this family restaurant.)

**Delgado Vocational Technical Institute/Junior College New Orleans, Louisiana US**

- **Junior College Instructor**

Responsibilities included instruction in English with a special emphasis on students not proficient in English, and instruction in American Government (200 level). (P/T. Evening division)

**CERTIFICATES**

- **State of Louisiana Certification-- School Principal, Teacher of Social Studies and English: 1982; Type A Valid for Life of Continuous Service**
- **Training for "Trainer of Trainers" Mediation in School Settings**, New Mexico Center for Dispute Resolution, 1993.
- **Training for "Trainer of Trainers" Service Learning**, University of South Carolina at Clemson.
- **Training for "Trainer of Trainers" "Using Customer Data for Continuous Improvement," "Improving Programs through Survey Results," and "Knowing How Your Customers Define Quality"** The Center for Employment Security Educational and Research, 1996
- **Mediation for Educational Disputes**, Center for Justice of Atlanta, 1997
- **Master Facilitator Training (Institute for Cultural Affairs)**: NAPE, 1999
- **Due Process Hearing Officer**, LA Department of Education, 2003, 2006
- **Appreciative Inquiry for Organization Change**, Taos Institute, 2002.
- **Online Facilitation**, March, 2005- Fielding Graduate University.
- **Disaster & Crisis Intervention Facilitator Training Workshop: Facilitating Psycho-Social Reconstruction** (2006)
- **American Red Cross- Baton Rouge, Louisiana--Shelter Manager:** Responsibilities included opening, managing, and closing shelters during Hurricane Lili.

#### **Past Service on Boards of Trustees**

- Academy of the Sacred Heart, New Orleans, LA
- Stone Ridge Country Day School of the Sacred Heart, Washington, D.C.
- Schools of the Sacred Heart, Grand Coteau, LA
- Catholic Charities-Diocese of Baton Rouge, Board of Director's
- Microenterprise Development Alliance of Louisiana  
Founding Member-Board of Directors
- Capital Area Community Mediation Center  
Founding Member and Member-Advisory Board
- Other: American Society for Training and Development, Baton Rouge Chapter, Publications Vice-President; United Way Info Line, AmeriCORPS!  
SERVE! MidCity.

#### **AWARDS/HONORS (Selected)**

- **Kappa Delta Pi Award for Scholarship in Education** Awarded to student with highest academic average in the Master's program (M.Ed.) of Administration and Supervision; Loyola University, N.O., LA
- "Melanie A. Guste Day" for service to the community, May 20th, City of Shreveport

- Dr. Ron Schroeder Memorial Award of Excellence: Awarded for support of microenterprise development in the State of Louisiana by the Department of Economic Development, 2003.

#### PAST STATE BOARDS/COMMITTEE SERVICE (Selected)

- **Commission Designee of the Lieutenant Governor, Goals 2000 (Educate America Act) Commission.**
- **Committee Chair** on Goals 2000: **Academic Standards and Citizenship** (Task was to write the state standards.)
- **State Writing Team Member:** State Education Improvement Plan
- **Improvement Plan Member-State Task Force:** Improving America's School Act (IASA)
- **Member, Governor's Children's Cabinet Task Force on Families in Need of Services (FINS)**
- **Commissioner:** Governor's Task Force on Violent Crime and Homicide
- **Commissioner:** Governor's Children's Cabinet

#### PUBLICATIONS (Selected)

##### Articles

- Guste, M. (1985). When Praise Happens. *The Bible Today*, 23(5), 314-317.
- Guste, M. (1998). Practical Approaches to Resolving Conflict. *Interaction*, 2(Summer), 17-20.
- Guste, M. (2006). *A study of success through microentrepreneurship among minorities and immigrants with poverty backgrounds in Louisiana*. Fielding Graduate University, Santa Barbara, CA.
- Guste, M. (2007). Finding God-and Hope-in the ravaged Bayous of Louisiana. *Heart Magazine*. Winter, 2007. Article was the winner of the Catholic Press Award for Best Essay of the year.

##### Editor

- Collins, C., Guste, M., & Thompson, A. (Eds.). (1988). *Philippine Duchesne, RSCJ: A Collection*. Washington, D.C.: Center for Educational Design and Communication.
- Fitzgerald, L., Collins, C., Coakley, M., Dawson, B., & Guste, M. (Eds.). (1989). *Who'd choose this life?* (Vol. 11). Washington, D.C.: The Center for Educational Design and Communication.
- Guste, M. (Ed.). (1993, 1994, 1995). *Learn to Serve*. Baton Rouge, LA: State of Louisiana, Office of the Lieutenant Governor/Louisiana Department of Education.
- Guste, M. (Ed.). (1995). *Learn and Serve Program Booklet*. Baton Rouge, LA: State of Louisiana-Office of the Lieutenant Governor/Department of Education.

**Original Art, Publication Design, Print Production (Selected)**

- Guste, M. (Artist). (1981). *Focus* [Newsletter Design and Layout].
- Guste, M. (Artist). (1985, 1987). *RSCJ A Journal of Reflection* [Original Art, Journal Design and Layout].
- Guste, M. (Artist). (1987). *Wisdom Seeks Her Way* [Original Art, Book Design].
- Guste, M. (Artist). (1988). *Women of Nicaragua* [Calendar Design and Layout].
- Guste, M. (Artist). (1989a). *Evangelization: Methods and Materials* [Catalog Design and Layout].
- Guste, M. (Artist). (1989b). *Liberating Liturgies* [Publication design, original art].
- Guste, M. (Artist). (1990a). *Caring for Creation* [Conference Program Design and Layout].
- Guste, M. (Artist). (1990b). *El Salvador: A Spring Whose Waters Never Run Dry* [Book and Cover Design].
- Guste, M. (Artist). (1990c). *One Woman's Journey in Faith* [Original Art, Publication Design and Layout].
- Guste, M. (Artist). (1990d). *Sheperding the Sheperds: Forum* [Newlstter Design and Layout].
- Guste, M. (Artist). (1990e). *Stress and the Caregiver*
- Guste, M. (Artist). (1990, 1991, 1992). *Connection* [Logo Design, Newsletter Design, Layout and Production].
- Guste, M. (Artist). (1991, 1992a). *Columbia Update* [Newsletter Design and Layout].
- Guste, M. (Artist). (1991, 1992b). *EcoLetter* [Newsletter Design and Layout].
- Guste, M. (Artist). (1992a). *Celebrating 20 years of creating alternatives* [Original Art, Publication Design].
- Guste, M. (Artist). (1992b). *Incorporating Peace and Social Justice into the Social Work Curriculum* [Publication Design].
- Guste, M. (Artist). (1992c). *InFormation* [Original Art, Newsletter Design and Layout].
- Guste, M. (Artist). (1992d). *Politics: Behind the Utopia* [Original Art, Publication Design and Layout].
- Guste, M. (Artist). (1996). *Creating Connections* [Original Art, Newsletter Design].
- Guste, M. (Artist). (1997). *Impact* [Newsletter Design].

**TECHNOLOGY COMPETENCIES**

I am proficient in the use of computer technology and in related hardware/software including most business programs, Graphic software programs, digital movie



production software; qualitative research software/tools such as NVIVO 7, telecommunications technology for national teleconferences, and computer audio/video conferencing software; computer-based survey programs. I am trained and certified by the Fielding Graduate Institute as an "online facilitator" of virtual groups.