



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

New Orleans, Louisiana

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

New Orleans, Louisiana

High School Degree

PROFESSIONAL EXPERIENCE

Human and Organizational Systems Consultant, 1997-present

Service specializations: *Strategy and Planning:* Strategic, Operational, tactical and Action; *Organization:* Change leadership, Management, Assessment and Evaluation; *Coaching:* executive, transition, and group; *Design:* Organizational, Programs and Process; *Facilitation:* Small and large group, teams, and conference; *Mediation:* Alternative Dispute Resolution; *Writing:* Grants, Reports, and Professional writing; *Development:* professional, training, entrepreneurship, Innovation, and new program

Service Sectors: Education, religious and Nonprofit, Foundation and Government. (*See selected past clients below*)

Academy of the Sacred Heart (2014-2021)

Headmistress (Head of School): Comprehensive leadership and direction for all aspects of a private, Catholic independent school for an all-girls in New Orleans. The school—one-year-old's through 12th Grade— included 4 Divisions: Upper School Middle School, Lower School, Little Hearts Program (Infant through 3-year-old-program) as well as after school programs, a robust athletic program, summer programs and camp (<http://www.ashrosary.org>) The Headmistress was responsible for the conduct of academic, extracurricular, and subsidiary activities of and/or sponsored by the School such as administration, operations, planning, development, communications and marketing, finances, accreditation, curriculum, new program development and all relationships with the Network of Sacred Heart Schools, the Independent Schools Association of the Southwest and other key constituency groups.

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 processes 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 initiatives of the Province)

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**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, including spiritual, governance, apostolic (ministries), community, financial, etc. 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.

President and CEO, Louisiana Alliance 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. Louisiana Alliance for Nonprofits (<http://louisiananonprofits.org>)

Prior to my service as CEO, I served as LANO's Senior Consultant for many years 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.

Educational/Organizational Consultant (Independent private practice)

(Selected Clients: contracted service descriptions)

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.

University of Louisiana-Southeastern/ State of Louisiana: Department of Education: Consultant for HIV/STD/Teen Pregnancy Prevention Planning Grant. Designed and facilitated the process for the development of statewide plan with for inter-agency and partner organizations.

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- successful 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. This was a statewide inter-agency project of multiple constituency groups.

Executive Coaching: Chief Executive Officers and Chief Administrative Officers. (Name(s) with-held—confidentiality)

State of Louisiana-Department of Education: Mediator and Due Process Hearing Officer for disputes involving children/youth with special needs. Mediation and other alternative dispute resolution services also occurred in nonprofit organizations.

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 for a two-year grant to develop statewide plan for addiction prevention among youth. This was a statewide inter-agency project of multiple 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.

Academic Distinction Fund: Process design, planning consultation and facilitation for planning methodologies related to school and teacher quality in East Baton Rouge Parish schools.

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.

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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 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.

Commission Member on Sacred Heart Commission on Goals (SHCOG) The Sacred Heart Commission on Goals (SHCOG) [Mission of Sacred Heart Education \(sacredheartusc.education\)](https://sacredheartusc.education) provides a system of accountability for living the Sacred Heart mission in the 25 Society of the Sacred Heart sponsored schools in the United States and Canada.

- Responsibilities include on-going design of the process for accountability, service on visiting committee for schools within national system, assessing total school program in relation to Goals and Criteria of Sacred Heart Schools

Conference on Sacred Heart Education- St. Louis, MO) [Catholic Schools in the Tradition of the Society of the Sacred Heart \(sacredheartusc.education\)](https://sacredheartusc.education) Organizational Consultant for design of the structures and process for the Conference on Sacred Heart Education. Service on three Task Forces, as Chair of two of them, to develop the sponsorship model for the Society of the Sacred Heart in its mission, governance, and accountability for its 25 schools in the US and Canada.

The Network of Sacred Heart Schools-Washington, D.C. The Network of Sacred Heart Schools is a membership association of 25 Catholic independent schools in the United States and Canada who share in the educational mission of the Society of the Sacred Heart. [Sacred Heart Education Schools in US and Canada Catholic Schools in the Tradition of the Religious of the Sacred Heart \(sacredheartusc.education\)](https://sacredheartusc.education) Organizational Consultant:

- *Professional Development for Administrators, Faculty and Staff at Forest Ridge:* The Sacred Heart School of Seattle, Convent of the Sacred Heart- 91st Street on New York City, Princeton Academy of the Sacred Heart in Princeton, New Jersey, and others.
- *Organizational Consultant 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 comprehensive organizational assessment and organizational structures. Current member of Task Force for organizational structure and modeling (2021 and 2022).

More examples on request.

State 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. CEDC.org

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

Guest Instructor: Educational Seminars-Leyete, Cotabato 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 (Selected)

State of Louisiana Certification— School Principal, Teacher of Social Studies and English: 1982; Type A Valid for Life of Continuous Service

Institute for Professional Excellence in Coaching (iPEC) Intensive program offering three certifications with specializations as a certified professional coach (Initiated in July 2022 currently underway)

Dispute Resolution and Mediation:

- Basic Mediation: Justice Center of Atlanta, August 2022
- Due Process Hearing Officer, LA Department of Education, 2003, 2006
- Training for “Trainer of Trainers” Mediation in School Settings, New Mexico Center for Dispute Resolution, 1993.
- Mediation for Special Education Disputes, Justice Center of Atlanta, 1997

Online Facilitation, March 2005- Fielding Graduate University.

Appreciative Inquiry for Organization Change, Taos Institute, 2002.

Disaster & Crisis Intervention Facilitator Training Workshop: Facilitating Psycho-Social Reconstruction (2006)

Training for “Trainer of Trainers: Service Learning,” University of South Carolina.

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

Master Facilitator Training (Institute for Cultural Affairs): NAPE, 1999

American Red Cross- Baton Rouge, Louisiana—Shelter Manager: Responsibilities included opening, managing, and closing shelters during Hurricane Lili.

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.)

Member, State Task Force member on Improving America’s School Act (IASA). Writing team, State of Louisiana Education Improvement Plan

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

SERVICE ON BOARDS OF DIRECTORS/TRUSTEES

Stone Ridge Country Day School of the Sacred Heart, Washington, D.C.(CURRENT) [Stone Ridge School of the Sacred Heart, Catholic, All Girls, Grades 1-12](#)

Academy of the Sacred Heart, New Orleans, LA (2014-2021)

Catholic Charities-Diocese of Baton Rouge, Board of Director’s

Schools of the Sacred Heart, Grand Coteau, LA [Academy - Schools of the Sacred Heart \(sshcoteau.org\)](#)

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.

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. (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.

Blog

[Taste and See the Goodness of God!](#) Thoughts of a Reflective Practitioner: Melanie A. Guste, RSCJ melanieguste.com

Dissertation

Guste, M. (2006). *A study of success through microentrepreneurship among minorities and immigrants with poverty backgrounds in Louisiana*. Fielding Graduate University, Santa Barbara, CA.

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). *Shepherding the Shepherds: Forum* [Newsletter 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].

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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].

PROPOSAL DEVELOPMENT, RFP/SFP PROCESS DESIGN, AND REVIEW AND SELECTION (Grants/Contract Management)

I have extensive experience in grants and contract management with multiple statewide programs, nonprofit agencies, and foundations through the proposal, review, selection, management and evaluation process. I have worked these processes as both the designer and administrator for the entity as its representative. *Selected examples as follows:*

Proposal Development: National and Community Service Trust Act, Learn and Serve America, School-Based and Community-Based Applications. Applicant: Louisiana State Department of Education/Louisiana Serve Commission/Office of the Lieutenant Governor. (Awarded)

Proposal Development: National and Community Service Trust Act, AmeriCORPS Application. Applicant: Louisiana State Department of Education/Louisiana Serve Commission/Office of the Lieutenant Governor. (Awarded)

Proposal Development: National and Community Service Trust Act, Louisiana Serve Commission Application. Applicant: Louisiana State Department of Education/Louisiana Serve Commission/Office of the Lieutenant Governor. (Awarded)

Proposal Development: National and Community Service Trust Act, Planning and Technical Assistance Funds Application. Louisiana State Department of Education/Louisiana Serve Commission/Office of the Lieutenant Governor. (Awarded)

Grant Application Development, RFP/SFP Process Design and Grant Administration: Louisiana State Department of Education/Louisiana Serve Commission/Office of the Lieutenant Governor, Learn and Serve America, School-Based and Community-Based Grants.

Grant Application Development, RFP/SFP Process Design and Grant Administration: CareerNET Workforce Development Network. Agency: Louisiana Department of Labor

Proposal Development: TIAPP Application. Grant Preparation. Applicant(s): Louisiana Systemic Reform in Math and Science (LaSIP) and Louisiana Department of Labor

RFP/SFP Process Design and Member of Review Committee (2 years): Susan G. Komen Breast Health Care Foundation.

Member of Review and Selection Committee: Brown Community Service Foundation.

Member of Review and Selection Committee: Academic Distinction Fund-Baton Rouge.

Proposal Development: U.S. Department of Transportation, TEA-21-Applicant for OWS. (Awarded three year funding)

Proposal Development: Louisiana Department of Labor, JTPA- Applicant for OWS. (Awarded)

Member of Project Design Team and Member of Review and Selection Committee: Pew Civic Entrepreneur Project.

Member of Review and Selection Committee: Blue Cross/Blue Shield Angel Awards

Proposal Development: Catholic Campaign for Human Development. Application for Economic Development Grant: Applicant: Microenterprise Development Alliance of Louisiana (Awarded)

Proposal Development: Corporation for Enterprise Development. Applicant: Microenterprise Development Alliance of Louisiana. (Awarded)

RFP/SFP Design, Review and Selection Process: Governor's Office of Women's Services.

Designed Grants review and selection process for both Family Violence Program and the OWS TANF Microenterprise Development Program.

Grant Administration: Microenterprise Development Alliance of Louisiana.

Proposal Development and Grant Administration for Fund for Ministry from the Society of the Sacred Heart at the Academy of the Sacred Heart. (Awarded)

Proposal development and grant administration for three-year funding from the E.E. Ford Foundation at the Academy of the Sacred Heart. (Awarded)

Note: It should be noted that "proposal development" is sometimes conducted in writing "teams." This strategy can be effective and produces awards. To some extent, the work reflected above represents this approach. I do not claim credit for the sole production of some of these works.

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TECHNOLOGY COMPETENCIES

I am proficient in the use of computer technology and in related hardware/software including business programs, project management software solutions, collaboration software, graphic software programs, charting and diagramming software; qualitative research software/tools such as NVIVO 7, Zoom and other applicable participatory platforms, and computer-based survey programs. I am trained and certified by the Fielding Graduate Institute as an “online facilitator” of virtual groups.

HOBBIES AND AVOCATIONAL INTERESTS

I am a lifelong swimmer, guitar player, and some people call me a “chef!” While my background is in French Creole cuisine, I am now exploring the intersection between the cuisine of North Africa and French. I am passionate about eco-sustainability, facilitating a national group of 74 members called, *Healthy Waters and Coastal Restoration*. Online, it can be found at [\(20+\) Healthy Waters and Coastal Restoration Group: Society of the Sacred Heart | Facebook](#)