

# HISD Program Responsibilities

## Campus Phone Numbers:

Wylie Primary:	903-655-5100	Henderson Middle School:	903-657-1491
Wylie Elementary:	903-655-5200	Henderson High School:	903-657-1483
Northside Intermediate:	903-655-5300	DAEP:	903-657-4479

## Administration Building Phone Number: 903-655-5000

<u>Area of Interest</u>	<u>Program Contact</u>	<u>Extension #</u>
<b>A</b>		
Accidents		
Employees	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Students	Campus Principals.....	See list at top of page 1
Accountability	Deputy Superintendent: Raylene Conner.....	5025
Adequate Yearly Progress (AYP)	Deputy Superintendent: Raylene Conner.....	5025
Administrative Regulations	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Admission of Students	Deputy Superintendent: Raylene Conner.....	5025
Agenda, Board Meetings	Superintendent's Secretary: Terrienne Stanley.....	5045
Americans with Disabilities (ADA)	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Appraisals	Director of Human Resources: Mary Beth Fitzgerald.....	5018
ARD Meetings	Director of Special Education: Jackie Zigtema.....	5051
Attendance Zones	Superintendent's Secretary: Terrienne Stanley.....	5045
Athletics	Athletic Director: Dickey Meeks.....	5033
At-Risk Students	Community Resource Coordinator: Donna Dean.....	5013
Attendance	Community Resource Coordinator: Donna Dean.....	5013
At-Will Employment	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Audits	Director of Operations: Bill Stanley.....	5044
<b>B</b>		
Band Program	Head Band Director: Tommy Moore.....	903-655-8800
Benefits (Employees)	Payroll and Benefits Specialist: Teresa Langford.....	5029
Bidding	Director of Operations: Bill Stanley.....	5044
Bilingual Program	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Board of Trustees	Superintendent's Secretary: Terrienne Stanley.....	5045
Bonds	Director of Operations: Bill Stanley.....	5044
Budget and Finance	Director of Operations: Bill Stanley.....	5044
Buildings and Grounds	Director of Maintenance/Transportation: Craig Hurt.....	5024
Buses and Drivers	Director of Maintenance/Transportation: Craig Hurt.....	5024
<b>C</b>		
Cafeterias	Director of Child Nutrition: Kathy Deason.....	5014
Calendar	Director of Curriculum: Stacey Sullivan.....	5046
Campus Improvement Plans	Campus Principals.....	See list at top of page 1
Career and Technology Education	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Certification	Human Resources Secretary: Clydie Flores.....	5019
Child Find	Director of Special Education: Jackie Zigtema.....	5051
Child Nutrition	Director of Child Nutrition: Kathy Deason.....	5014
Class Rankings	High School Principal: Otis Amy.....	903-657-1483
Code of Conduct	Campus Principals.....	See list at top of page 1
Communication Committee	Superintendent's Secretary: Terrienne Stanley.....	5045

**Commodities**  
**Communications**  
**Compensation and Benefits**  
**Compensatory Education**  
**Complaints/Grievances**  
     **Employees**  
     **Parents/Students**  
**Computer Usage**  
**Credentials and Records**  
**Cooperative Purchasing**  
**Copyrighted Materials**  
**Correspondence Courses**  
**Course Offerings**  
**CPR Certification**  
**Credit by Exam**  
**Crisis Management**  
**Curriculum**  
**Custodial Services**

## D

**Deaf or Hearing Impaired**  
**Debt Service**  
**Defibrillators**  
**Depository of Funds**  
**Directory**  
**Disciplinary Action**  
     **Campuses**  
     **Employees**  
**Disciplinary Alternative**  
     **Education Program (DAEP)**  
**Discrimination**  
**Distance Learning**  
**District Improvement Plan**  
**Dress Code**  
     **Employees**  
     **Students**  
**Dropout Prevention**  
**Drug-Free Schools Act**  
**Dyslexia**

## E

**Electronic Communication**  
**Employment**  
**English Second Language (ESL)**  
**Energy Conservation**  
**Enrollment**  
**Equipment and Supplies**  
**Ethics**  
**Exit Interviews**  
**Exit Level Tests**  
**Expense Reimbursement**  
**Extended Day Program**  
**Extracurricular Activities**

## F

**Director of Child Nutrition: Kathy Deason..... 5014**  
**Director of Curriculum: Stacey Sullivan.....5046**  
**Payroll and Benefits Specialist: Teresa Langford..... 5029**  
**Community Resource Coordinator: Donna Dean..... 5013**  
  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**Campus Principals..... See list at top of page 1**  
**Technology Coordinator: Shannon Coats..... 5038**  
**Human Resources Secretary: Clydie Flores..... 5019**  
**Director of Operations Secretary: Peggy Hall..... 5021**  
**Deputy Superintendent: Raylene Conner ..... 5025**  
**High School Principal: Otis Amy.....903-657-1483**  
**High School Principal: Otis Amy.....903-657-1483**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**High School Principal: Otis Amy.....903-657-1483**  
**Deputy Superintendent: Raylene Conner..... 5025**  
**Director of Curriculum: Stacey Sullivan..... 5046**  
**Director of Maintenance/Transportation: Craig Hurt..... 5024**  
  
**Director of Special Education: Jackie Zigtema..... 5051**  
**Director of Operations: Bill Stanley..... 5044**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**Director of Operations: Bill Stanley..... 5044**  
**Human Resources Secretary: Clydie Flores..... 5019**  
  
**Campus Principals..... See list at top of page 1**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
  
**DAEP Principal: Dannis Tamplin..... 903-657-4479**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**High School Principal: Otis Amy.....903-657-1483**  
**Director of Curriculum: Stacey Sullivan..... 5046**  
  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**Campus Principals..... See list at top of page 1**  
**Community Resource Coordinator: Donna Dean..... 5013**  
**Police Liaison Officer: Chad Bradley..... 903-657-1483**  
**Director of Special Education: Jackie Zigtema..... 5051**  
  
**Technology Coordinator: Shannon Coats..... 5038**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**Literacy/Bilingual Coordinator: Cathy Hooper..... 5023**  
**Energy Coordinator: Dwain Knight..... 903-657-1483**  
**Campus Principals..... See list at top of page 1**  
**Director of Maintenance Secretary: Paula Sledge..... 5042**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**Director of Human Resources: Mary Beth Fitzgerald..... 5018**  
**High School Principal: Otis Amy.....903-657-1483**  
**Director of Operations Secretary: Peggy Hall..... 5021**  
**Director of Curriculum: Stacey Sullivan..... 5046**  
**Campus Principals..... See list at top of page 1**

Facilities	Director of Maintenance/Transportation: Craig Hurt.....	5024
FAPE (Free Appropriate Public Education)	Director of Special Education: Jackie Zigtema.....	5051
Federal Funds	Director of Curriculum: Stacey Sullivan.....	5046
FERPA (Family Educational Rights and Privacy Act)	Deputy Superintendent: Raylene Conner.....	5025
Financial Reports and Statements	District Accountant: Joanna Bounds.....	5006
FLSA (Fair Labor Standards Act)	Director of Human Resources: Mary Beth Fitzgerald.....	5018
FMLA (Family/Medical Leave Act)	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Foundation	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Free/Reduced Meals Program	Director Child Nutrition: Kathy Deason.....	5014

## G

Gifted and Talented Program	Deputy Superintendent: Raylene Conner.....	5025
Grade Placement Committee	Campus Principals.....	See list at top of page 1
Graduation	High School Principal: Otis Amy.....	903-657-1483
Grants	Deputy Superintendent: Raylene Conner.....	5025
Grounds Management	Director of Maintenance/Transportation: Craig Hurt.....	5024

## H

Handbook		
Employee	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Student	Campus Principals.....	See list at top of page 1
Head Start Program	Wylie Primary Principal: Kim Buckner.....	903-655-5100
Health Advisory Committee	Nurse (Wylie Primary): Stephanie Miley.....	903-655-5100
Health Services	Head Nurse: Joy Pipes.....	5010
Hearing/Eye Exams	Head Nurse: Joy Pipes.....	5010
Highly Qualified Teachers	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Hiring	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Homebound Instruction		
Special Education	Director of Special Education: Jackie Zigtema.....	5051
General Education	Community Resource Coordinator: Donna Dean.....	5013
Homeless Students	Community Resource Coordinator: Donna Dean.....	5013

## I

IDEA (Individuals with Disabilities Education Act)	Director of Special Education: Jackie Zigtema.....	5051
Identification Cards	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Illness (Employee)	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Immunizations	Nurses' Secretary: Susan Smith.....	5043
Insurance	Payroll and Benefits Specialist: Teresa Langford.....	5029
Internet	Technology Coordinator: Shannon Coats.....	5038
Interns	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Interscholastic Activities/Athletics	Athletic Director: Dickey Meeks.....	5033
Investments/Bond Sales	Director of Operations: Bill Stanley.....	5044

## J

Janitorial Services	Director of Maintenance/Transportation: Craig Hurt.....	5024
Job Postings	Human Resources Secretary: Clydie Flores.....	5019

## K-L

Language Proficiency		
Assessment Committee (LPAC)	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Law Enforcement	Police Liaison Officer: Chad Bradley.....	903-657-1483

Leaves and Absences Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 LEP (Limited English Proficiency) Literacy/Bilingual Coordinator: Cathy Hooper..... 5023

**Liaison**

Law Enforcement Police Liaison Officer: Chad Bradley..... 903-657-1483  
 Parent Parent Liaison: George O’Neal.....903-657-1483  
 Life Skills Director of Special Education: Jackie Zigtema..... 5051  
 Lunch Program Director of Child Nutrition: Kathy Deason..... 5014

**M**

McKinney-Vento Homeless  
 Education Assistance Community Resource Coordinator: Donna Dean..... 5013  
 Maintenance Director of Maintenance/Transportation: Craig Hurt..... 5024  
 Migrant Students District Translator: Rosa Tezcucano..... 5047  
 Military Director of Human Resources: Mary Beth Fitzgerald..... 5018

**N**

No Child Left Behind (NCLB) Director of Curriculum: Stacey Sullivan..... 5046  
 No Pass, No Play Athletic Director: Dickey Meeks..... 5033

**O**

Orientation Employees Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Overtime Director of Human Resources: Mary Beth Fitzgerald..... 5018

**P**

Paraprofessionals Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Parent Involvement Community Resource Coordinator: Donna Dean..... 5013  
 Payroll Procedures Payroll and Benefits Specialist: Teresa Langford..... 5029  
 PEIMS (Public Education Information Management System) PEIMS Coordinator: Teresa Fears..... 5017  
 Personnel Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Policies Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Pregnancy/Parenting (Students) Community Resource Coordinator: Donna Dean..... 5013  
 Probationary Contracts Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Progress Reports Campus Principals..... See list at top of page 1  
 Promotion and Retention Campus Principals..... See list at top of page 1  
 Purchase Orders/Requisitions Director of Operations: Bill Stanley..... 5044

**Q-R**

Reading Programs Literacy/Bilingual Coordinator: Cathy Hooper..... 5023  
 Renewal of Contracts Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Resignations Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Retirement Director of Human Resources: Mary Beth Fitzgerald..... 5018

**S**

Salary Schedule Human Resources Secretary: Clydie Flores..... 5019  
 SBEC (State Board for Educator Certification) Human Resources Secretary: Clydie Flores..... 5019  
 Scholarships High School Counseling Office.....903-657-1483  
 Sick Leave Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Site-Based Decision Making Director of Curriculum: Stacey Sullivan..... 5046  
 Special Education Program Director of Special Education: Jackie Zigtema..... 5051  
 Student Teaching Director of Human Resources: Mary Beth Fitzgerald..... 5018  
 Substitute Teaching Human Resources Secretary: Clydie Flores..... 5019  
 Superintendent Superintendent: Bobby Brown..... 5045  
 Staff Development Director of Curriculum: Stacey Sullivan..... 5046  
 State Compensatory

**Education Program (SCE)**

**Community Resource Coordinator: Donna Dean..... 5013**

**T**

**TAKS (Texas Assessment of Knowledge and Skills)**

**Deputy Superintendent: Raylene Conner..... 5025**

**TEKS (Texas Essential Knowledge and Skills)**

**Director of Curriculum: Stacey Sullivan..... 5046**

**Teen Parenting: Life Skills for Parenting Students**

**Community Resource Coordinator: Donna Dean..... 5013**

**Term Contracts**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Termination**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Textbooks**

**Deputy Superintendent: Raylene Conner..... 5025**

**Title IX Coordinator**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Transfers**

**Employees**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Students**

**Deputy Superintendent: Raylene Conner ..... 5025**

**Translator**

**District Translator: Rosa Tezcucano..... 5047**

**Transportation/Buses**

**Director of Maintenance/Transportation: Craig Hurt..... 5024**

**Travel (Students and Employees)**

**Campus Principals..... See list at top of page 1**

**TRS (Teacher Retirement System)**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Truancy**

**Community Resource Coordinator: Donna Dean..... 5013**

**Tutorials**

**Campus Principals..... See list at top of page 1**

**U-V**

**UIL (University Interscholastic League)**

**Athletic Director: Dickey Meeks..... 5033**

**Vacancies (Employment)**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Vacation Days (Non-Duty Days)**

**Receptionist: Robin Pike..... 5037**

**Vendors**

**Director of Operations: Bill Stanley..... 5044**

**Visitors' Screening**

**Director of Human Resources: Mary Beth Fitzgerald..... 5018**

**Volunteers**

**Community Resource Coordinator: Donna Dean..... 5013**

**W-X-Y-Z**

**Waivers**

**Deputy Superintendent: Raylene Conner..... 5025**

**Workers' Compensation**

**Human Resources Secretary: Clydie Flores..... 5019**

**Workshops**

**Director of Curriculum: Stacey Sullivan..... 5046**