

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>
A		
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		
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
C		
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	Director of Child Nutrition: Kathy Deason.....	5014
Communications	Director of Curriculum: Stacey Sullivan.....	5046
Compensation and Benefits	Payroll and Benefits Specialist: Teresa Langford.....	5029
Compensatory Education	Community Resource Coordinator: Donna Dean.....	5013
Complaints/Grievances		
Employees	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Parents/Students	Campus Principals.....	See list at top of page 1
Computer Usage	Technology Coordinator: Shannon Coats.....	5038
Credentials and Records	Human Resources Secretary: Clydie Flores.....	5019
Cooperative Purchasing	Director of Operations Secretary: Peggy Hall.....	5021
Copyrighted Materials	Deputy Superintendent: Raylene Conner	5025
Correspondence Courses	High School Principal: Otis Amy.....	903-657-1483
Course Offerings	High School Principal: Otis Amy.....	903-657-1483
CPR Certification	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Credit by Exam	High School Principal: Otis Amy.....	903-657-1483
Crisis Management	Deputy Superintendent: Raylene Conner.....	5025
Curriculum	Director of Curriculum: Stacey Sullivan.....	5046
Custodial Services	Director of Maintenance/Transportation: Craig Hurt.....	5024

D

Deaf or Hearing Impaired	Director of Special Education: Jackie Zigtema.....	5051
Debt Service	Director of Operations: Bill Stanley.....	5044
Defibrillators	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Depository of Funds	Director of Operations: Bill Stanley.....	5044
Directory	Human Resources Secretary: Clydie Flores.....	5019
Disciplinary Action		
Campuses	Campus Principals.....	See list at top of page 1
Employees	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Disciplinary Alternative		
Education Program (DAEP)	DAEP Principal: Dannis Tamplin.....	903-657-4479
Discrimination	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Distance Learning	High School Principal: Otis Amy.....	903-657-1483
District Improvement Plan	Director of Curriculum: Stacey Sullivan.....	5046
Dress Code		
Employees	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Students	Campus Principals.....	See list at top of page 1
Dropout Prevention	Community Resource Coordinator: Donna Dean.....	5013
Drug-Free Schools Act	Police Liaison Officer: Chad Bradley.....	903-657-1483
Dyslexia	Director of Special Education: Jackie Zigtema.....	5051

E

Electronic Communication	Technology Coordinator: Shannon Coats.....	5038
Employment	Director of Human Resources: Mary Beth Fitzgerald.....	5018
English Second Language (ESL)	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Energy Conservation	Energy Coordinator: Dwain Knight.....	903-657-1483
Enrollment	Campus Principals.....	See list at top of page 1
Equipment and Supplies	Director of Maintenance Secretary: Paula Sledge.....	5042
Ethics	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Exit Interviews	Director of Human Resources: Mary Beth Fitzgerald.....	5018
Exit Level Tests	High School Principal: Otis Amy.....	903-657-1483
Expense Reimbursement	Director of Operations Secretary: Peggy Hall.....	5021
Extended Day Program	Director of Curriculum: Stacey Sullivan.....	5046
Extracurricular Activities	Campus Principals.....	See list at top of page 1

F

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