

HISD Program Responsibilities

Campus Phone Numbers:

Wylie Primary:	903-655-5100	Henderson Middle School:	903-655-5400
Wylie Elementary:	903-655-5200	Henderson High School:	903-655-5500
Northside Intermediate:	903-655-5300	Central Achievement Center:	903-655-5552

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: Stacey Sullivan.....	5046
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: Stacey Sullivan.....	5046
Admission of Students	Campus Principals.....	See list at top of page 1
Agenda, Board Meetings	Superintendent's Secretary: Terrienne Stanley.....	5045
Americans with Disabilities (ADA)	Director of Human Resources: Stacey Sullivan.....	5046
Appraisals	Director of Human Resources: Stacey Sullivan.....	5046
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	Campus Principals.....	See list at top of page 1
Attendance	Campus Principals.....	See list at top of page 1
At-Will Employment	Director of Human Resources: Stacey Sullivan.....	5046
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 Human Resources: Stacey Sullivan.....	5046
Campus Improvement Plans	Campus Principals.....	See list at top of page 1
Career and Technology Education	Director of Human Resources: Stacey Sullivan.....	5046
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: Richard Cooper.....	903-655-5500
Code of Conduct	Campus Principals.....	See list at top of page 1
Commodities	Director of Child Nutrition: Kathy Deason.....	5014
Communications	Director of Human Resources: Stacey Sullivan.....	5046

Compensation and Benefits	Payroll and Benefits Specialist: Teresa Langford.....	5029
Compensatory Education	Deputy Superintendent: Raylene Conner.....	5025
Complaints/Grievances		
Employees	Director of Human Resources: Stacey Sullivan.....	5046
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: Richard Cooper.....	903-655-5500
Course Offerings	High School Principal: Richard Cooper.....	903-655-5500
CPR Certification	Director of Human Resources: Stacey Sullivan.....	5046
Credit by Exam	High School Principal: Richard Cooper.....	903-655-5500
Crisis Management	Deputy Superintendent: Raylene Conner.....	5025
Curriculum	Deputy Superintendent: Raylene Conner.....	5025
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 Operations: Bill Stanley.....	5044
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: Stacey Sullivan.....	5046
Disciplinary Alternative		
Education Program (DAEP)	CAC Principal: Debra Brown.....	903-655-5552
Discrimination	Director of Human Resources: Stacey Sullivan.....	5046
Distance Learning	High School Principal: Richard Cooper.....	903-655-5500
District Improvement Plan	Deputy Superintendent: Raylene Conner.....	5025
Dress Code		
Employees	Director of Human Resources: Stacey Sullivan.....	5046
Students	Campus Principals.....	See list at top of page 1
Dropout Prevention	High School Principal: Richard Cooper.....	903-655-5500
Drug-Free Schools Act	Police Liaison Officer: Chad Bradley.....	903-655-5500
Dyslexia	Director of Special Education: Jackie Zigtema.....	5051

E

Electronic Communication	Technology Coordinator: Shannon Coats.....	5038
Employment	Director of Human Resources: Stacey Sullivan.....	5046
English Second Language (ESL)	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Energy Conservation	Director of Maintenance/Transportation: Craig Hurt.....	5024
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: Stacey Sullivan.....	5046
Exit Interviews	Director of Human Resources: Stacey Sullivan.....	5046
Exit Level Tests	High School Principal: Richard Cooper.....	903-655-5500
Expense Reimbursement	Director of Operations Secretary: Peggy Hall.....	5021
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	Deputy Superintendent: Raylene Conner.....	5025
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: Stacey Sullivan.....	5046
FMLA (Family/Medical Leave Act)	Director of Human Resources: Stacey Sullivan.....	5046
Foundation	Director of Human Resources: Stacey Sullivan.....	5046
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: Richard Cooper.....	903-655-5500
Grants	Deputy Superintendent: Raylene Conner.....	5025
Grounds Management	Director of Maintenance/Transportation: Craig Hurt.....	5024

H

Handbook		
Employee	Director of Human Resources: Stacey Sullivan.....	5046
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.....	903-655-5300
Hearing/Eye Exams	Head Nurse: Joy Pipes.....	903-655-5300
Highly Qualified Teachers	Director of Human Resources: Stacey Sullivan.....	5046
Hiring	Director of Human Resources: Stacey Sullivan.....	5046
Homebound Instruction		
Special Education	Director of Special Education: Jackie Zigtema.....	5051
General Education	Campus Principals.....	See list at top of page 1
Homeless Students	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023

I

IDEA (Individuals with Disabilities Education Act)	Director of Special Education: Jackie Zigtema.....	5051
Identification Cards	Director of Human Resources: Stacey Sullivan.....	5046
Illness (Employee)	Director of Human Resources: Stacey Sullivan.....	5046
Immunizations	Nurses' Secretary: Susan Smith.....	903-655-5300
Insurance	Payroll and Benefits Specialist: Teresa Langford.....	5029
Internet	Technology Coordinator: Shannon Coats.....	5038
Interns	Director of Human Resources: Stacey Sullivan.....	5046
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.....	903-655-5500
Leaves and Absences	Director of Human Resources: Stacey Sullivan.....	5046
LEP (Limited English Proficiency)	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Law Enforcement Liaison	Police Liaison Officer: Chad Bradley.....	903-655-5500

Life Skills	Director of Special Education: Jackie Zigtema.....	5051
Lunch Program	Director of Child Nutrition: Kathy Deason.....	5014

M

McKinney-Vento Homeless Education Assistance	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Maintenance	Director of Maintenance/Transportation: Craig Hurt.....	5024
Migrant Students	Literacy/Bilingual Coordinator: Cathy Hooper.....	5023
Military	Director of Human Resources: Stacey Sullivan.....	5046

N

No Child Left Behind (NCLB)	Deputy Superintendent: Raylene Conner.....	5025
No Pass, No Play	Athletic Director: Dickey Meeks.....	5033

O

Orientation Employees	Director of Human Resources: Stacey Sullivan.....	5046
Overtime	Director of Human Resources: Stacey Sullivan.....	5046

P

Paraprofessionals	Director of Human Resources: Stacey Sullivan.....	5046
Parent Involvement	Director of Human Resources: Stacey Sullivan.....	5046
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: Stacey Sullivan.....	5046
Policies	Director of Human Resources: Stacey Sullivan.....	5046
Probationary Contracts	Director of Human Resources: Stacey Sullivan.....	5046
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: Stacey Sullivan.....	5046
Resignations	Director of Human Resources: Stacey Sullivan.....	5046
Retirement	Director of Human Resources: Stacey Sullivan.....	5046

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.....	903-655-5500
Sick Leave	Director of Human Resources: Stacey Sullivan.....	5046
Site-Based Decision Making	Deputy Superintendent: Raylene Conner.....	5025
Special Education Program	Director of Special Education: Jackie Zigtema.....	5051
Student Teaching	Director of Human Resources: Stacey Sullivan.....	5046
Substitute Teaching	Human Resources Secretary: Clydie Flores.....	5019
Superintendent	Superintendent: Keith Boles.....	5045
Staff Development	Director of Human Resources: Stacey Sullivan.....	5046

T

TEKS (Texas Essential Knowledge and Skills)	Deputy Superintendent: Raylene Conner.....	5025
Term Contracts	Director of Human Resources: Stacey Sullivan.....	5046
Termination	Director of Human Resources: Stacey Sullivan.....	5046

Textbooks	Deputy Superintendent: Raylene Conner.....	5025
Title IX Coordinator	Director of Human Resources: Stacey Sullivan.....	5046
Transfers		
Employees	Director of Human Resources: Stacey Sullivan.....	5046
Students	Deputy Superintendent: Raylene Conner	5025
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: Stacey Sullivan.....	5046
Truancy	Campus Principals.....	See list at top of page 1
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: Stacey Sullivan.....	5046
Vacation Days (Non-Duty Days)	Receptionist: Robin Pike.....	5037
Vendors	Director of Operations: Bill Stanley.....	5044
Visitors' Screening	Director of Human Resources: Stacey Sullivan.....	5046
Volunteers	Director of Human Resources: Stacey Sullivan.....	5046

W-X-Y-Z

Waivers	Deputy Superintendent: Raylene Conner.....	5025
Workers' Compensation	Human Resources Secretary: Clydie Flores.....	5019