

## District Contacts



From time to time, employees may have questions or concerns. If those questions or concerns cannot be answered by their supervisors or at the campus or department level, the employee is encouraged to contact the appropriate department as listed below.

**Richard W. Grill, Superintendent:** District Level Issues; Board Policy; School Board Agendas; Legal Concerns; Personnel/Human Resources; Administrator Supervisor; Public Information Officer (PIO); Media contact; PIA contact; Student/Employee handbooks; Student Code of Conduct; Bond Elections; School Construction Coordination; Title IX Coordinator

**Patricia Gonzales, Business Manager:** School Finance; School Budget /Adjustments/Amendments/Audit/Internal Controls; Federal/Title Programs Coordination; Worker's Comp; PEIMS oversight; District Waiver Coordination; Food Service oversight; Transportation reporting; Employee Drug Testing; School Facility Use Coordination; School Operations Coordination; Grant Writing; Texas Workforce Commission.

**Beth Brady, Elementary School Principal:** Elementary Campus Level Issues; Campus Curriculum & Instruction; Campus Improvement Team Chair (CIT); Campus Improvement Plans (CIP); Campus Academic Accountability System; Instructional Data Disaggregation; SSI; RTI (Response to Intervention); PK; GT; 504/At-Risk/Special Ed. Referrals; Staff Evaluations; Campus Safety

**Steve Alvarado, Secondary School Principal:** Jr/Sr High School Issues; Campus Curriculum & Instruction; Campus Improvement Team Chair (CIT); Campus Improvement Plans (CIP); Campus Academic Accountability System; Instructional Data Disaggregation; SSI; RTI (Response to Intervention); Parent and Community Engagement; GT; 504/At-Risk/Special Ed. Referrals; Staff Evaluations; Campus Safety

**Adriana Beza, Assistant Principal:** School Discipline; Campus Behavior Coordinator; Student Supervision Coordinator; Alternative Education Program (DAEP); Campus Testing Coordinator; Staff Evaluations; District Textbook Custodian; Campus Safety Coordinator; Student Activity Funds; Prom Coordination; Cheerleader Issues; Student Attendance Issues & Truancy; 504/At-Risk/Special Ed. Referrals

**Nikki Joslin, Director of Curriculum and School Improvement:** Curriculum Instruction & Alignment; School Improvement Initiatives/Coordination; Teacher On-Boarding & Mentoring; RTI (Response to Intervention); Staff Development; Benchmark Testing Program; Eduphoria program; State Accountability System; Federal Accountability System; PBMAS; Federal/Special Programs Coordination; Accelerated Instruction Programs; State Comp Ed Programs; GT; At-Risk Program; Adult & Community Ed; DIT Chair; District Improvement Plan (DIP); District Testing Coordinator; District Waiver Coordination

**Jeff Kowalski, Athletic Director, Head Football Coach, Transportation:** Athletic/Coaching Issues; Physical Ed. Programs; Fitnessgram/Assessment; UIL Eligibility Issues; Student Insurance; CDL/Bus Driver Management; Bus Route Coordination; Transportation Fleet Assignments

**Dawn Henry, High School, Student Service Counselor:** Career Guidance (K-12); Personal Graduation Plans; College-Career-Military Readiness (CCMR); Career Tech Ed. Coordination; Secondary Course Selection & Guidance; Drop-Out Prevention/Recovery; GED; Credit by Exam; Transcripts/Credits/Class Rank (GPA); Financial Aide; ; Financial Literacy Instruction; Scholarships; College Entrance Applications; Parent

College/Career Workshops; College Fairs; Pre-AP & AP Programs; Dual Credit Articulation & Programs; 504/At-Risk/Special Ed. Referrals

**Melissa Mann, Student Counselor:** Student counselor (K-12); K-12 Counselor curriculum delivery (for student & staff); Child Abuse Issues; Mental health evaluations; Suicide prevention & evaluation; 504/At-Risk/Special Ed. Referrals

**Maria Garza, ELL-Bilingual Coordinator:** TLPAS, LPAC, ELL services

**Warren Beard, Career-Technology Education Coordinator:** Coordination of CTE programs; State and Federal CTE compliance; CTE Student Insurance

**Howard Karre, Technology & Emergency Operations Director:** Technology Acquisition; Staff Development; Technology Repairs; Acceptable Use Policies; Distance Learning; E-Rate; Telephones; Technology Plan/Committee; School Facility Inventory Coordination; School Emergency Management Director; Security Cameras; Cybersecurity Coordinator

**Monica DeLeon, District Librarian and Digital Media Specialist:** Library & Digital Media Services

**Cecilia Reyes-RN District Nurse:** Health Issues; SHAC Chairperson; Child Abuse Issues; CPR, AED & Stop the Bleed District Trainer

**Michael Casas, Band Director and Elementary Music Teacher:** District Music Program

**Jennifer Jackson:** Yearbook; Cypress

**Jennifer Jackson & Maggie Lopez:** High School Cheerleader Sponsors

**Patsy Gomez:** Junior High Cheerleader Sponsor

**Maggie Lopez, Superintendent Secretary:** Appointments with Superintendent; Board Documents; Board Elections; Board Postings; Personnel Files; Employee Recognition; Criminal Background Checks & Finger Printing; Employee Timecards; Records Management; Use of Facilities Requests; Student Transfer Requests; Notary

**Elia Flores, Accounts Payable Clerk:** PO Status; Cash/Credit Card Disbursement; Inventory Controls; Cash Management; Activity Fund Accounts

**Emma Sanchez:** Employee Payroll/Benefits; Employee Insurance; Employee Timecards; FMLA; Workers Compensation; Employee Accident Reports; Texas Workforce Commission

**Tiffany Sandoval:** District PEIMS Coordinator; Secondary Campus Registrar

**Andy Lopez, School Maintenance Director:** Maintenance Supervisor; Custodial Supervisor; School Facilities Manager; Grounds Supervisor

**Kelly Earnhardt, Cafeteria Manager:** Student nutrition services; Federal & State applications; cafeteria management

**Henry Lutz, Safety & Security Coordinator**