

**SUPERINTENDENT**

**SUPERINTENDENT - Jim Chadwell Ed.D.**

Secretary - Linda Stanphill (ext. 2706)

MAIN# 817-232-0880

FAX # 817-847-6124

<u>TOPIC/SUBJECT</u>	<u>ADDITIONAL CLARIFICATION</u>	<u>PHONE EXT.</u>	<u>BUILDING</u>	<u>PERSONNEL ADMINISTRATOR</u>
<b>SUPERINTENDENT</b>				
Absher Building Room Reservations	Conference Room & Board Room Reservations	2706	Absher Bldg.	<b>Linda Stanphill</b> <i>Secretary to the Superintendent</i>
<b>DEPUTY SUPERINTENDENT</b>				
Deputy Superintendent	<ul style="list-style-type: none"> <li>• Athletics</li> <li>• Technology</li> <li>• Staff Development</li> <li>• Curriculum &amp; Instruction</li> <li>• Assessment and Evaluation</li> <li>• Campus Leadership</li> <li>• Chief Learning Officer</li> </ul>	2769	Ramsey Bldg.	<b>Dr. Lowell Strike</b> <i>LuAnn Long / Secretary</i>
<b>COMMUNICATIONS</b>				
Communications	<ul style="list-style-type: none"> <li>• Media Inquires</li> <li>• Public Information</li> <li>• Crisis Communication</li> </ul>	2704	Absher Bldg.	<b>Kristin Courtney</b> <i>Director of Communications</i>
Communications	<ul style="list-style-type: none"> <li>• Social Media</li> <li>• Marketing</li> <li>• Community Relations</li> </ul>	2703	Absher Bldg.	<b>Tammy Castleberry</b> <i>Communications Specialist</i>
Communications	Gold Card Program	2700	Absher Bldg.	<b>Shelia Irwin</b> <i>Secretary / District Receptionist</i>
Education Foundation	Teacher Grants & Scholarships and Student Scholarships	2708	Absher Bldg.	<b>Emily Youngberg</b> <i>Education Foundation Coordinator</i>
<b>CENTRAL ADMINISTRATIVE TEAM</b>				
Chief Financial Officer	<ul style="list-style-type: none"> <li>• Accounts Payable</li> <li>• Purchasing</li> <li>• Payroll</li> <li>• Benefits</li> <li>• Risk Management</li> <li>• Budget &amp; Investments</li> <li>• Grants</li> <li>• System Support</li> </ul>	2955	Bldg. 6	<b>Jim Schiele</b> <i>Michelle Gonzales / Secretary</i>
Chief Learning Officer	<ul style="list-style-type: none"> <li>• Federal &amp; State Programs</li> <li>• Special Services</li> <li>• Career &amp; Technical</li> <li>• Counseling &amp; Intervention</li> <li>• Fine Arts</li> <li>• Curriculum &amp; Instruction</li> </ul>	2724	Bldg. 4	<b>Barbara Downing</b> <i>Prissy Peters / Secretary</i>
Chief Human Resources Officer	<ul style="list-style-type: none"> <li>• Employment</li> <li>• Student &amp; Staff Services</li> <li>• Subfind</li> <li>• Truancy</li> <li>• Transfers</li> <li>• Volunteers</li> </ul>	2763	Ramsey Bldg.	<b>Steve Williams</b> <i>Becky Nevins / Secretary</i>
Chief Operations Officer	<ul style="list-style-type: none"> <li>• Child Nutrition</li> <li>• Construction</li> <li>• Operations</li> <li>• Transportation</li> <li>• Health Services</li> </ul>	6206	Maintenance & Transportation Facility	<b>Clete Welch</b> <i>Jackie Nethery / Secretary</i>

**DEPUTY SUPERINTENDENT**

**DEPUTY SUPERINTENDENT - DR. LOWELL STRIKE**

Secretary - LuAnn Long (ext. 2769)

MAIN# 817-232-0880

FAX # 817-232-3596

<b>TOPIC/SUBJECT</b>	<b>ADDITIONAL CLARIFICATION</b>	<b>PHONE EXT.</b>	<b>BUILDING</b>	<b>PERSONNEL ADMINISTRATOR</b>
<b>SCHOOL LEADERSHIP</b>				
School Leadership	Campus Administration	2769	Ramsey Bldg.	<b>Dr. Lowell Stike / Deputy Supt.</b> <i>LuAnn Long / Secretary</i>
<b>CHIEF LEARNING OFFICER</b>				
<ul style="list-style-type: none"> <li>• Special Programs</li> <li>• Counseling &amp; Intervention</li> <li>• Career &amp; Technical Education</li> <li>• Fine Arts</li> <li>• Curriculum &amp; Instruction</li> </ul>		2724	Bldg. 4	<b>Barbara Downing</b> <i>Chief Learning Officer</i>
<b>ASSESSMENT &amp; PROGRAM EVALUATION</b>				
Assesment & Program Evaluation		TBD	TBD	<b>TBD</b>
Testing & Title Programs	Homeless Students	2735	Bldg. 4	<b>Mary Jones</b> <i>Testing Coordinator</i>
State and Federal Programs		2728	Bldg. 4	<b>Shelli Cantrell</b> <i>Secretary</i>
<b>ATHLETICS</b>				
Athletics		2775	Ramsey Bldg.	<b>Tim Daughtrey</b> <i>Athletic Director</i>
Athletics	P.E. Curriculum Coordinator	2765	Ramsey Bldg.	<b>Mike Lebby</b> <i>Assistant Athletic Director</i>
Athletics	General Athletics Boswell H.S. Athletics	2771	Ramsey Bldg.	<b>Judy Houston</b> <i>Secretary</i>
Athletics	Saginaw H.S. Athletics	2772	Ramsey Bldg.	<b>Cindy Knight</b> <i>Secretary</i>
Athletics	Middle School Athletics	2773	Ramsey Bldg.	<b>Stacy Wagner</b> <i>Secretary</i>
<b>STAFF DEVELOPMENT   Located at the Hafley Development Center</b>				
Staff Development	Eduphoria, Formspace, PDAS, Workshop	817.847.7793 Ext. 206	HDC	<b>DeAnne Hainlen</b> <i>Director of Staff Development</i>
Instructional Technologist	Mclass Math, TPRI	817.847.7793 Ext. 203	HDC	<b>Becky Burnett</b> <i>Instructional Technologist</i>
Instructional Technologist	Moodle	817.847.7793 Ext. 205	HDC	<b>Mary Fuller</b> <i>Instructional Technologist</i>
Instructional Technologist	Geocaching, SuccessMaker	817.847.7793 Ext. 211	HDC	<b>Ricky Gode</b> <i>Instructional Technologist</i>
Instructional Technologist	Interactive White Boards, Rosetta Stone	817.847.7793 Ext.208	HDC	<b>Lisa Simmons</b> <i>Instructional Technologist</i>
Instructional Technologist	Schoolwires	817.847.7793 Ext. 204	HDC	<b>Cindy Tucker</b> <i>Instructional Technologist</i>
<b>TECHNOLOGY</b>				
Technology		2911	Bldg. 5	<b>Kirk Murdock</b> <i>Technology Director</i>
Technology		2910	Bldg. 5	<b>Carla Brice</b> <i>Technology Secretary</i>
Network		2916	Bldg. 5	<b>Mark Noblitt</b> <i>Coordinator for Network Technology</i>
Network		2914	Bldg. 5	<b>David McCombs</b> <i>Network Assistant</i>
Network		2915	Bldg. 5	<b>Mike Yardley</b> <i>Network Assistant</i>
Instructional Media	Textbooks Textbook Adoptions	2924	Bldg. 5	<b>Karen McClanahan</b> <i>Instructional Media Coordinator</i>
Audio Visual		817.847.6328 Ext. 214	HDC	<b>Earl Redmon</b> <i>Audio Visual Technician</i>

## CHIEF FINANCIAL OFFICER - JIM SCHIELE

Secretary - Michelle Gonzales (ext. 2955)

MAIN# 817-232-0880

FAX # 817-232-0238

<u>TOPIC/SUBJECT</u>	<u>ADDITIONAL CLARIFICATION</u>	<u>PHONE EXT.</u>	<u>BUILDING</u>	<u>PERSONNEL ADMINISTRATOR</u>
<b>BUSINESS</b>				
Finance	Account Coding & Office Management	2972	Bldg. 6	<b>Jane Valdez / Finance Director</b> <i>Tamara Radke / Secretary</i>
Building Logistics	Schedule Training Room & Conference Room in Bldg. 6	2972	Bldg. 6	<b>Tamara Radke</b> <i>Secretary to Finance Director</i>
Accounts Payable	Department Requisitions	2974	Bldg. 6	<b>Sheree Coleman</b> <i>Accountant</i>
Accounts Payable	Campus Requisitions	2971	Bldg. 6	<b>Tammy Graves</b> <i>Accountant</i>
Accounts Payable	Vendors A-J	2959	Bldg. 6	<b>Cindy Gilmore</b> <i>Accounts Payable</i>
Accounts Payable	Vendors K-Z	2968	Bldg. 6	<b>Sherry Owens</b> <i>Accounts Payable</i>
Accounts Payable	Travel & Employee Reimbursements	2970	Bldg. 6	<b>Len Timmerman</b> <i>Accounts Payable</i>
Purchasing	Vendors, Purchase Orders & Bids	2957	Bldg. 6	<b>Lucia Cieszlak / Purchasing Director</b> <i>Carla Anthony / Purchasing</i>
Payroll		2953	Bldg. 6	<b>Stella Medonza</b> <i>Payroll Coordinator</i>
Payroll	Bi-Weekly Employees	2979	Bldg. 6	<b>Andi Hawkins</b> <i>Payroll</i>
Payroll	Monthly Employees	2980	Bldg. 6	<b>Audrey Liberio</b> <i>Payroll</i>
Benefits	Health Insurance, Other Insurance Products	2978	Bldg. 6	<b>Michelle Noble</b> <i>Benefits Specialist</i>
Other	Capital Outlay, Records Management & Unemployment Claims	2955	Bldg. 6	<b>Michelle Gonzales</b> <i>Secretary to the Chief Financial Officer</i>
<b>SYSTEMS SUPPORT</b>				
Information Systems	School Messenger, V-Soft, Kronos	2964	Bldg. 6	<b>Terry Houston</b> <i>Information Systems Coordinator</i>
Systems Support	Family Access	2904	Bldg. 6	<b>Jeannie Guadalupe</b> <i>Systems Support Specialist</i>
PEIMS	Attendance Accounting, Student Records Management	2963	Bldg. 6	<b>Belinda Newman</b> <i>PEIMS Coordinator</i>
Skyward Systems	Skyward Finance & HR	2961	Bldg. 6	<b>Kathy Stone</b> <i>Skyward Systems Analyst</i>
Skyward Systems	Skyward Student	2962	Bldg. 6	<b>Toan Vu</b> <i>Skyward Systems Analyst</i>
<b>BUDGET AND INVESTMENTS</b>				
Budget		2984	Bldg. 6	<b>Christi Drilling</b> <i>Budget and Investments Director</i>
Compensation Data		2976	Bldg. 6	<b>Sylvia Nations</b> <i>Compensation Data Analyst</i>
<b>GRANTS</b>				
Grants		2966	Bldg. 6	<b>Carol Siegel</b> <i>Grant Writer</i>

## CHIEF LEARNING OFFICER - BARBARA DOWNING

Secretary - Prissy Peters (ext. 2724)

MAIN# 817-232-0880

FAX # 817-232-9318

TOPIC/SUBJECT	ADDITIONAL CLARIFICATION	PHONE EXT.	BUILDING	PERSONNEL ADMINISTRATOR
<b>CURRICULUM</b>				
ESL/Bilingual Specialist	Bilingual/ESL, Gifted & Talented, Tutors, Homebound & PACE	2727	Bldg. 4	<b>Antonia Ramirez</b> <i>ESL/Bilingual Specialist</i>
Social Studies & Advanced Academics	AVID	2733	Bldg. 4	<b>Debbie Diffie</b> <i>Curriculum Coordinator</i>
English Language Arts (ELA)	Foreign Language, Response to Intervention/Reading	2730	Bldg. 4	<b>Debbie Jones</b> <i>Curriculum Coordinator</i>
Science		2732	Bldg. 4	<b>Dawna Schweitzer</b> <i>Curriculum Coordinator</i>
Math	Response to Intervention/Math	2729	Bldg. 4	<b>Mary Valamides</b> <i>Curriculum Coordinator</i>
<b>SPECIAL PROGRAMS</b>				
Special Programs		2713	Absher Bldg.	<b>Jana Burns</b> <i>Director of Special Programs</i>
Special Programs	Elementary Special Programs	2718	Absher Bldg.	<b>Royanne Kerr</b> <i>Coordinator</i>
Special Programs	Secondary Special Programs	2720	Absher Bldg.	<b>Elisa Fisher</b> <i>Coordinator</i>
Finance		2712	Absher Bldg.	<b>Cindy Tobias</b> <i>Secretary</i>
PEIMS & State Reporting		2719	Absher Bldg.	<b>Jeanne White</b> <i>Secretary</i>
Special Programs		2716	Absher Bldg.	<b>Linda Gutierrez</b> <i>Secretary</i>
<b>COUNSELING AND INTERVENTION SERVICES</b>				
Counseling and Intervention Services	Counseling Student Handbooks	2721	Bldg. 4	<b>Brenda Evans/Director</b> <i>Kristina Stevenson / Secretary</i>
<b>CAREER &amp; TECHNOLOGY EDUCATION</b>				
CTE	Located at the Hollenstein Career & Technology Center (HCTC)	817.306.1925	HCTC	<b>Dana Eldredge / CTE Director</b> <i>Debbie Roach / Secretary</i>
<b>FINE ARTS</b>				
Fine Arts		2768	Ramsey Bldg.	<b>Robert Stovall</b> <i>Director of Fine Arts</i>

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**HUMAN RESOURCES**

**CHIEF HUMAN RESOURCES OFFICER - STEVE WILLIAMS**

Secretary - Becky Nevins (ext. 2763)

MAIN - 817-232-0880

FAX # - 817-232-3596

<b>TOPIC/SUBJECT</b>	<b>ADDITIONAL CLARIFICATION</b>	<b>PHONE EXT.</b>	<b>BUILDING</b>	<b>PERSONNEL ADMINISTRATOR</b>
<b>HUMAN RESOURCES</b>				
Address Changes	District-wide	2756	Ramsey	<b>Steve Morrow/Coordinator</b> <i>Kristine Phillips</i>
Applicants	All positions	2756	Ramsey	<b>Steve Morrow/Coordinator</b> <i>Kristine Phillips</i>
Appraisals	Administrators/Teachers	2763	Ramsey	<b>Steve Williams / Chief Officer</b> <i>Becky Nevins</i>
Appraisals	Non-Instructional Staff	2756	Ramsey	<b>Steve Morrow/Coordinator</b> <i>Kristine Phillips</i>
Certification	District-wide	2776	Ramsey	<b>Karen Duke/Coordinator</b> <i>Christy McWhorter</i>
Contracts	District-wide	2763	Ramsey	<b>Steve Williams / Chief Officer</b> <i>Becky Nevins</i>
District Job Fair	District-wide	2758	Ramsey	<b>Karen Duke/Coordinator</b> <i>Meredith Bishop</i>
Leaves and Absences	District-wide	2758	Ramsey	<b>Karen Duke/Coordinator</b> <i>Meredith Bishop</i>
Front Desk	HR Office	2760	Ramsey	<b>Steve Morrow/Coordinator</b> <i>TBD</i>
Name Changes	District-wide	2756	Ramsey	<b>Steve Morrow/Coordinator</b> <i>Kristine Phillips</i>
Observation Requests	Requests/Approvals (forms available online)	2776	Ramsey	<b>Karen Duke/Coordinator</b> <i>Christy McWhorter</i>
Resignation/Retirement	Paraprofessional/Auxiliary	2756	Ramsey	<b>Steve Morrow/Coordinator</b> <i>Kristine Phillips</i>
Resignation/Retirement	Professional	2763	Ramsey	<b>Steve Williams / Chief Officer</b> <i>Becky Nevins</i>
Service Records	District-wide	2776	Ramsey	<b>Karen Duke/Coordinator</b> <i>Christy McWhorter</i>
Student Teachers	District-wide	2776	Ramsey	<b>Karen Duke/Coordinator</b> <i>Christy McWhorter</i>
Volunteers	District-Wide	2756	Ramsey	<b>Steve Morrow/Coordinator</b> <i>Kristine Phillips</i>
<b>STUDENT AND STAFF SERVICES</b>				
Background Checks/Fingerprinting	District-Wide	2758	Ramsey	<b>Karen Duke/Coordinator</b> <i>Meredith Bishop</i>
Employee Handbook/ Policy & Procedures	Online Copy Available on EM-S ISD Website	2761	Ramsey	<b>Bobby Jester / Director</b> <i>Amanda Moore</i>
Student Transfers/In-District & Out-of-District	District-wide	2761	Ramsey	<b>Bobby Jester / Director</b> <i>Amanda Moore</i>
<b>TRUANCY</b>				
Truancy/Student Attendance	District-wide	2753	Ramsey	<b>Amy Hernandez</b> <i>Truancy Officer</i>
<b>SUBFINDER</b>				
Substitute Teachers/Subfinder	District-wide	2758	Ramsey	<b>Karen Duke/Coordinator</b> <i>Meredith Bishop</i>

**OPERATIONS**

**CHIEF OPERATIONS OFFICER - CLETE WELCH**

Secretary - Jackie Nethery (Ext. 6206)

MAIN# 817-306-0864

FAX # 817-306-0482

<b>TOPIC/SUBJECT</b>	<b>ADDITIONAL CLARIFICATION</b>	<b>PHONE EXT.</b>	<b>BUILDING</b>	<b>PERSONNEL ADMINISTRATOR</b>
<b>CHILD NUTRITION</b>				
Child Nutrition		2903	Bldg. 5	<b>Elaine Revell</b> <i>Child Nutrition Director</i>
Child Nutrition		2919	Bldg. 5	<b>Pam Quisenberry</b> <i>Supervisor</i>
Child Nutrition		2918	Bldg. 5	<b>Tina Johnson</b> <i>Supervisor</i>
Child Nutrition		2900	Bldg. 5	<b>Michelle Velasquez</b> <i>Secretary</i>
Child Nutrition		2907	Bldg. 5	<b>Bethany Knowles</b> <i>Finance Secretary</i>
<b>MAINTENANCE &amp; OPERATIONS   Located at the John Price Maintenance and Transportation Facility   817.306.0864</b>				
Maintenance & Operations		6202	Maint.	<b>Jim Knight</b> <i>Maintenance &amp; Operations Director</i>
Maintenance & Operations		6215	Maint.	<b>Rena Escamilla</b> <i>Secretary</i>
Maintenance & Operations	Car Reservations	6200	Maint.	<b>Tina Stevenson</b> <i>Secretary</i>
Custodial		6219	Maint.	<b>John Davis</b> <i>Custodial Supervisor</i>
Maintenance		6209	Maint.	<b>Marc Graves</b> <i>Maintenance Supervisor</i>
Energy Management	Facility Usage / Facility Rentals	6214	Maint.	<b>Brandon Jordan</b> <i>Energy Manager</i>
<b>CONSTRUCTION</b>				
Construction		6210	Maint.	<b>Rick Martin</b> <i>Construction Director</i>
Project Management		6205	Maint.	<b>Cecil Howard</b> <i>Construction Manager</i>
Warranty Management		6203	Maint.	<b>Chuck Graham</b> <i>Warranty Manager</i>
<b>HEALTH SERVICES</b>				
Health Services	District-wide	2755	Ramsey Bldg.	<b>Cindy Wagley- Holt</b> <i>Coordinator of Health Services</i>
<b>TRANSPORTATION</b>				
Student Transportation	Petermann Southwest 817.306.0684		Transportation Facility	<b>Tina Meads</b> <i>Petermann Southwest</i>

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