

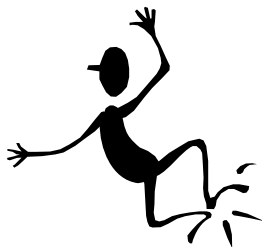


Hempstead ISD Call Guide

2007 - 2008



*Who to call when you want to know...
just about anything!!!*



A

Accreditation – Gene Glover
Administrative Staff Meetings – Ann Sadowski
Admissions (Students to Schools) – Principals
Advanced Classes – Principals
Advanced Placement – Principals
After-School Programs – Tonya Bronikowski
Agenda (Board Meetings) – Ann Sadowski
Alternative Education Program – Gene Glover
Applications for Employment – Anne Pemberton
Art Curriculum – Principals
Asbestos Control Testing – Darrell Gross
Athletics – Principals/Bobby Spain

B

Band Activities – Principals/Rick Kutcher
Behavior Codes – Principals/Assistant Principals
Benefits – Anne Pemberton
Board of Trustees –

- Agenda – Ann Sadowski
- Committees – Gene Glover
- Meetings – Ann Sadowski
- Members – Ann Sadowski
- Minutes – Ann Sadowski
- Policy – Gene Glover

Board Room Reservations – Sylvia Eden
Bookkeeping

- Accounts Payable – Sharon Loukanis
- Payroll – Sharon Loukanis

Booster Club

- Athletic – Bobby Spain
- Band – Rick Kutcher
- Parents – Principals

Budget – Sharon Loukanis
Building Construction – Floyd Richard
Buildings and Grounds – Floyd Richard
Bus Service

- Conduct – Principals
- Routes, Stops, Schedules – Sylvia Eden

C

Cafeteria Operations – Floyd Richard
Calendar for School Year – Gene Glover
Calendar of Events – Laurie Bettis
Campus Advisory Committees – Principals
Career & Technology Education – Randell Lacey
Certification of Personnel – Anne Pemberton
Child Nutrition – Elvira Munos
Closing (for weather) – Gene Glover
Coaches – Principals/Bobby Spain
Co-Curricular – Principals
Community Information – Laurie Bettis
Computers – Anthony Hill
Counselor –

- Kim Garrett (Elementary)
- Rhonda Kegerreis (Middle School)
- Rená Batson (High School)

Curriculum – Principals
Custodians – Floyd Richard/Willie Dunham

D

Data Processing (PEIMS) – Tracy Meador
Day Care (Employees) – Courtney Williams
Disability (Student) – Courtney Williams
Disciplinary Hearings (Students) – Principals
Discipline (Students) – Principals/Assistant Principals
Discipline Code – Principals/Assistant Principals
Dress Code – Principals
Drug Awareness Programs – Principals/Tina Johnson

E

Early Admission (to college) – Rená Batson
Elementary Curriculum – Joy Toney
Employee Benefits – Anne Pemberton
Employment – Anne Pemberton
Employment References – Gene Glover
English Curriculum – Principals
Enrollment Information – Principals
Enrollment Procedures – Principals
ESL – Betty Vines
Exchange Students – Principals
Expulsion (Students) – Principals
Extra-curricular – Principals/Bobby Spain

F

Facilities Upkeep/Maintenance/Repair – Floyd Richard
Facilities Usage – Sylvia Eden/Floyd Richard
Family Medical Leave – Anne Pemberton
Field Trips (Athletic) – Principals/Bobby Spain
Field Trips (Instructional) – Principals
Financial Reports – Sharon Loukanis
Fire Drills – Principals
Food Service – Elvira Munos/Floyd Richard
Foreign Language Curriculum – Principals
Free Lunch-Reduced Price Lunch – Sylvia Eden
Fringe Benefits – Anne Pemberton

G

GED – Betty Vines
Gifted Programs – Betty Vines
Grade Point Average – Principals
Grade Reports – Principals
Graduation Exercises – Principal
Graduation Requirements – Principal
Grants – Tina Johnson
Grievances – Principals
Grounds – Floyd Richard
Guidance/Programs – Kim Garrett/Rhonda Kegerreis/Rena Batson

H

Handbooks

- For Personnel – Anne Pemberton
- For Students – Principals

Health Curriculum – Principals
Health Insurance (Enrollment/Claims/Payment)–Anne Pemberton
Health Services (Students) – School Nurse
Hiring – Gene Glover
Holidays (On Calendar) – Gene Glover

Home Schools – Gene Glover
Hospital/Homebound Services – Courtney Williams

I

IEP – Courtney Williams
Immunizations – School Nurse
In-Service – Principals
Instructional Aides – Principals
Instructional Programs – Principals
Instructional Technology – Anthony Hill
Insurance

- Athletics – Bobby Spain
- Employee Insurance Benefits – Anne Pemberton
- Liability Coverage – Sharon Loukanis
- Property – Sharon Loukanis
- Student – Principals
- Transportation – Floyd Richard
- Workmen’s Compensation – Anne Pemberton

Inventory – Sharon Loukanis
Investments – Sharon Loukanis
Invoices – Sharon Loukanis

J

Job Descriptions – Anne Pemberton
Jury Duty – Principals

K

Kindergarten Programs – Joy Toney
Kindergarten Round-Up – Joy Toney

L

Laminating Equipment – Randell Lacey
Language Arts Curriculum – Principals
Leasing or Renting Facilities – Floyd Richard
Leaves of Absence – Principals
Liability Insurance – Sharon Loukanis
Life Insurance – Anne Pemberton
Long Distance Phone Calls – Sharon Loukanis
Lunch Programs – Floyd Richard/Elvira Munos

M

Maintenance Services – Floyd Richard
Make Up Days – Gene Glover
Maternity Leave – Anne Pemberton
Math Curriculum – Principals
Mentors – Tina Johnson
Military Leave or Records – Anne Pemberton
Minutes

- Board Meetings – Ann Sadowski
- District Leadership Team – Gene Glover

Music Curriculum – Principals

N

News Releases – Laurie Bettis
Nurses – Principals

O

Open Records – Ann Sadowski

Organizational Chart – Gene Glover
Orientation –

- New Employees – Anne Pemberton
- New Board Members – Gene Glover
- Students – Principals

Overtime – Principals/Anne Pemberton

P

Parent Involvement – Tina Johnson
Parent Volunteers – Principals
Parking Decals – Principals
Payments/Purchase Orders, etc – Sharon Loukanis
Payroll – Sharon Loukanis
Personnel – Anne Pemberton
Physical Education Curriculum – Principals
Planning (System-Wide) – Gene Glover
Policy (Board of Trustees) – Gene Glover
Preschool, Handicapped – Courtney Williams
Professional Development – Principals
Projections (Enrollment) – Gene Glover
Property Insurance – Sharon Loukanis
Psychological Services, Testing – Courtney Williams
Public Information Officer – Laurie Bettis
Purchasing – Sharon Loukanis

R

Reading Program – Principals
Records Management – Ann Sadowski
Recruitment, Personnel – Anne Pemberton
Repairs

- Building – Floyd Richard
- AV Equipment – Librarians
- Computers – Anthony Hill

Reports

- Attendance (Employees) – Anne Pemberton
- Attendance (Students) – Principals
- Financial – Sharon Loukanis

Report Cards – Principals
Resignation (Employees) – Gene Glover
Retention of Students – Principals

S

Safety Inspections

- Buildings – Floyd Richard/Darrel Gross
- Buses – Floyd Richard/Eddie Brown

Salaries – Sharon Loukanis
Salvage Sales – Floyd Richard
School Activity Calendar – Laurie Bettis
School Closings (Weather) – Gene Glover
School Day (Length, Number) – Principals
Science Curriculum – Principals
Secondary Curriculum – Principals
Security – Floyd Richard/Donnie Mordecai
Social Studies Curriculum – Principals
Software – Anthony Hill
Sound System – Avis Walton/Floyd Richard
Special Education – Courtney Williams
Special Programs – Tina Johnson
Sports Activities – Bobby Spain

Stadium Rental/Use – Floyd Richard

Staff Development – Principals

Students

- Absences/Excuses – Principals
- Admission – Principals
- Attendance – Principals
 - Conduct – Principals
 - Discipline – Principals
- Free Lunches – Sylvia Eden
- Grievances – Principals
- Health Services – School Nurse
- Insurance – Principals
- Permanent Record Forms – Principals
- Physical Examinations – School Nurse
- Promotion/Retention – Principals
- Psychological Services – Courtney Williams
- Records – Principals
- Safety – Principals
- Special Education – Courtney Williams
- Suspension – Principals
- Transcripts – Counselors

Substitute Teacher–Campus Secretaries/Anne Pemberton

Summer School – Principals

Supplies – Principals

Surplus Equipment – Floyd Richard

Suspension

- Staff – Gene Glover
- Student – Principals

T

TAKS Information – Betty Vines

Teacher Aides

- Employment – Anne Pemberton
- Supervision – Principals

Teacher Attendance Reports – Anne Pemberton

Teacher Certification – Anne Pemberton

Teacher Retirement – Anne Pemberton

Technology – Anthony Hill

Testing (TAKS) – Betty Vines

Texas Public Schools Week – Gene Glover

Theatre Arts – Gloria McLuckie

Title Programs

- Title I – Anne Pemberton
- Title II – Anne Pemberton
- Title VI – Anne Pemberton
- Title IX – Anne Pemberton

Transfers (Staff) – Gene Glover

Transfers (Students) – Ann Sadowski

Transportation – Floyd Richard/Eddie Brown

Travel Expenses – Sharon Loukanis

Truancy – Assistant Principals/Principals

U

Unemployment Compensation

- Claims – Anne Pemberton
- Insurance – Anne Pemberton

University Interscholastic League (UIL) –
Principals/Bobby Spain

V

Vacations – Supervisor

Vandalism – Principals/Floyd Richard

Volunteers – Principals

W

Waivers – Gene Glover

Weather (School Closing) – Gene Glover

Work Conditions – Supervisor

Work Load – Supervisor

Workmen’s Compensation – Anne Pemberton

Workshops – Principals

Call Guide – Phone Numbers

Amanda Warren	Secretary – HES	826.2452
Anita Alanis	Receptionist – HMS	826.2530
Ann Sadowski	Superintendent’s Secretary	826.5502
Anne Pemberton	Director of HR	826.3304
Anthony Hill	Technology Director	826.3304
Betty Vines	Dir of Curriculum/Programs	826.3776
Bobby Spain	Athletic Director	826.5515
Brenda Krchnak	Principal – HMS	826.2530
Courtney Williams	Director of Special Ed	826.3304
Elvira Munos	Food Service Manager	826.5554
Floyd Richard	Operations Director	826.5506
Fran Politi	Special Education Secretary	826.3304
Gary Bates	Principal – HHS	826.3331
Gene Glover	Superintendent	826.5502
Georgette Smith	Transportation Dispatcher	826.3536
Gloria McLuckie	Theatre Arts	826.5533
Janice McDonald	Testing Secretary	826.3776
Jená Qualls	Grant Assistant	826.2530
Jessica Warren	Secretary – HMS	826.2530
Jessica Weaver	PEIMS Clerk – HMS	826.2530
Joan Davis	Librarian Aide – HES	826.2452
Joy Toney	Principal – HES	826.2452
Julie Gillespie	Assistant Principal – HHS	826.3331
Kathy McCown	Registrar – HHS	826.3331
Kim Garrett	Guidance Counselor	826.2452
Laurie Bettis	Public Information Officer	826.3304
Linda Braun	Librarian – HHS	826.5596
Lola Flores	PEIMS Clerk – HES	826.2452
Maria Martinez	Receptionist – HES	826.2452
Randell Lacey	CATE – HHS	826.5539
Rená Batson	Guidance Counselor	826.3331
Rhonda Kegerreis	Guidance Counselor	826.2530
Rick Kutcher	Band Director	826.5555
Rose Uherek	Assistant Principal – HMS	826.2530
Ruth Avila	Attendance Clerk – HHS	826.3331
Sandra Sands	Receptionist – HHS	826.3331
Sharon Loukanis	Business Manager	826.5501
Susan McCown	Librarian Aide – HMS	826.2530
Sylvia Eden	Operation’s Secretary	826.3304
Tina Johnson	Special Programs’ / 504	826.3304
Tonya Bronikowski	Assistant Principal – HES	826.2452
Tracy Meador	PEIMS Coordinator	826.3304
Wrendy Duncan	Secretary – HHS	826.3331