

JOAQUIN ISD - EMPLOYEE CONTACT LIST

http://www.joaquinisd.net/page/dis.admin	9/13/2019
Accounts Payable	Jennifer McCann
Administration Building/Scheduling of Board Room	Jennifer McCann
Administrator Appraisal	Ryan Fuller
Advanced Academic Courses	Cassie Porter/Terri Gray
After hours building access	Principals / Mark Bonner
Alarms: Monitor	Mark Bonner
Alumni Association	Jennifer McCann
Alternative Certification	Donna Vergo
Alternative Education Program Placement	Campus Principals
Applications Employment	Donna Vergo
Administrative Team Meeting Schedules	Ryan Fuller
Assistive Technology	Kathy Carrington
Athletics-Boys	Wade Lawson
Athletics-Girls	Steven McCann
Attendance - Elementary	Lindsey Duck
Attendance - JH/HS	Melissa Evans
Audits	Joel Bumback
Band	Jacob Laster
Banking & Investments	Joel Bumback
Bids	Joel Bumback
Attendance - Elementary	Lindsey Duck
Brochures and Publications	Jennifer McCann
Attendance - Elementary	Lindsey Duck
Board of Trustees Liaison	Jennifer McCann
Board Recognition	Jennifer McCann
Booster Clubs and Audits	Ryan Fuller
BusinessOffice Procedures	Joel Bumback
Cafeteria Facilities	Judy Strong
Campus Activity Funds	Campus Principals & Jennifer McCann
Campus Calendars of Events - JH	Marfellia Martin
Campus Calendars of Events - HS	Carmen Belrose
Campus Calendars of Events - Elem	Shonda Prnka
Campus/Department Budgets	Campus Principals
Campus Improvement Plans	Campus Principals
CATE (Career & Technology Education)	Terri Gray/Cassie Porter
Changes in Name, Address, etc.	Donna Vergo
Check Requests	Jennifer McCann
Civil Rights Data Collection	Joel Bumback, Melissa Evans, Lindsey Duck
Community Relations/Parental Involvement	Campus Principals
Compensatory Education/At Risk	Campus Principals
Complaints - Elementary	Sherry Scruggs
Complaints - Junior High	Terri Gray
Complaints - High School	Terri Gray
Complaints - Bus & Transportation -- Routes & Drivers	Rodney Prnka
Complaints - Bus & Transportation -- Students	Jon Jones & Bert Coan
Computer Hardware	Justin Wilburn
Constables: Contracted Deputies	Ryan Fuller
Construction	Ryan Fuller & Mark Bonner
Contracts - Employment	Donna Vergo
Contracts - School Business	Joel Bumback
Correspondence Courses	Cassie Porter
Counseling Services, Elementary	Ashley Rambin
Counseling Services-JH	Cassie Porter
Counseling Services-HS	Cassie Porter
Credit by Exam	Cassie Porter
Credit Recovery	Campus Principals
Curriculum Development/Documents	Campus Principals
Custodial	Mark Bonner
District Coordinator for School Improvement (DCSI)	Kathy Carrington
DMAC	Sherry Scruggs
Direct Deposit-Payroll	Joel Bumback
Discipline - Elementary	Bert Coan

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Discipline - JH	<i>Terri Gray & Jon Jones</i>
Discipline - HS	<i>Terri Gray & Jon Jones</i>
District Events	<i>Campus Principals, Jennifer McCann</i>
District Improvement Plan	<i>Ryan Fuller, Sherry Scruggs</i>
District Site Based Committee	<i>Jennifer McCann</i>
District Phone and Fax List	<i>Jennifer McCann</i>
District Planned Staff Development	<i>Sherry Scruggs/Campus Principals/Ryan Fuller</i>
Drug Dogs	<i>Terri Gray</i>
Drug Free Schools	<i>Cassie Porter</i>
District Planning Advisory Council	<i>Ryan Fuller</i>
Dyslexia/504	<i>Kathy Carrington</i>
EDGAR	<i>Joel Bumback</i>
Elections	<i>Jennifer McCann</i>
EMAT/IMAT	<i>Terri Gray</i>
Employee Dress Code	<i>Ryan Fuller</i>
Employee Handbooks	<i>Donna Vergo</i>
Employment Assignments	<i>Ryan Fuller</i>
Employment Reassignments	<i>Ryan Fuller</i>
Emergency Operations District Team	<i>Jennifer McCann, Ryan Fuller, Jeremy Boyett, Mark Bonner Portia King, Judy Strong, Justin Wilburn, Rusty Wilson, Steven McCann, Wade Lawson, Jon Jones, Bert Coan</i>
Emergency Operations / Safety Elem Campus Team	<i>Sherry Scruggs, Bert Coan, Kathy Brittain, Rodney Prnka, Deborah Derbonne, Jared Duck Tara Harris, Kacie Avery, Shelli Vaughn, Jennifer McCann</i>
Emergency Operations / Safety JH/HS Campus Team	<i>Terri Gray, Jon Jones, Cassie Porter, Steven McCann Wade Lawson, Brett Gaylord, Reed Westbrook Rusty Wilson, Lisa Barton</i>
Emergency Operations Plan (MHEOP)	<i>Jennifer McCann, Ryan Fuller</i>
ESSA Compliance Reports	<i>Joel Bumback/Campus Principals</i>
ESSA Grants & Reprting	<i>Joel Bumback, Campus Principals</i>
ESSA Highly Qualified	<i>Donna Vergo</i>
ESL	<i>Ashley Ramin/Yesenia Corrales, Principals & Teachers</i>
Expulsion - Student	<i>Campus Principals, Ryan Fuller</i>
FACEBOOK-District postings	<i>Sherry Scruggs, Sabrina Causey</i>
Facility Rentals	<i>Jennifer McCann</i>
Federal & State Grants	<i>Ryan Fuller, Joel Bumback & Campus Principals</i>
Federal Lunch & Breakfast Programs	<i>Judy Strong</i>
Field Trips-Elem	<i>Sherry Scruggs</i>
Field Trips-JH	<i>Terri Gray</i>
Field Trips-HS	<i>Terri Gray</i>
Financial Reporting	<i>Joel Bumback</i>
Fine Arts	<i>Jacob Laster/Sarah Barton</i>
504	<i>Kahty Carrington</i>
Fixed Assets	<i>Joel Bumback & Justin Wilburn</i>
Food Services	<i>Judy Strong</i>
Foster Care Liason	<i>Kathy Carrington</i>
Free and Reduced Meal Applications	<i>Judy Strong</i>
Fund Raising	<i>Campus Principals / Ryan Fuller</i>
GED	<i>Cassie Porter</i>
General Ledger	<i>Joel Bumback</i>
Gifted & Talented	<i>Campus Principals</i>
Graduation Requirements	<i>Cassie Porter</i>
Graduation/Commencement Exercises	<i>Cassie Porter /Terri Gray/Senior Sponsors</i>
Grant Proposals / Writing	<i>Ryan Fuller & Joel Bumback</i>
Grant Reporting	<i>Joel Bumback</i>
Grievances, Employee and Parent (Student)	
Level One	<i>Campus Principals</i>
Level Two	<i>Ryan Fuller</i>
Level Three	<i>Board of Trustees</i>
Ground Services: Mowing, Landscaping,etc.	<i>Mark Bonner</i>
Guardianship	<i>Campus Principals</i>
Health	<i>Porita King</i>

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Homebound Program--Special Education	<i>Kathy Carrington</i>
Home Schooling	<i>Campus Principals</i>
Homeless Laison	<i>Kathy Carrington</i>
In-School Suspension	<i>Campus Principals</i>
In-service (District-wide and Campus: Regulations, Policies Procedures and Schedules	<i>Sherry Scruggs/Campus Principals/Ryan Fuller</i>
Instructional Computers (Hardware, Computer Software and Instructional Software	<i>Justin Wilburn</i>
Insurance: Health, Dental, Cancer, etc. and Workers Comp	<i>Donna Vergo</i>
Insurance: Property & Casualty & General Liability	<i>Joel Bumback</i>
Internal Controls	<i>Joel Bumback</i>
Investigations (Employee)	<i>Ryan Fuller</i>
Job Descriptions	<i>Ryan Fuller / Donna Vergo</i>
Job Reclassifications	<i>Ryan Fuller / Donna Vergo</i>
Keys for Buildings	<i>Mark Bonner</i>
LPAC	<i>Campus Principals /Ashley Ramin/Yesenia Corrales</i>
Mail and postage: Administration Building	<i>Jennifer McCann</i>
Maintenance Requests: Building Repairs, Electrical, HVAC, Plumbing, Locks Telephones, Kitchen Equipment, Painting, Grounds	<i>Mark Bonner</i>
Maintenance of Effort-Federal & State Grants	<i>Joel Bumback</i>
Marquee	<i>Jennifer McCann</i>
Meal Pricing	<i>Judy Strong</i>
Media Coverage	<i>Ryan Fuller</i>
Mentors for Teachers	<i>Campus Principals</i>
Migrant Program	<i>Ashley Ramin& Principals</i>
New Facilities: Planning and Constructions	<i>Ryan Fuller & Mark Bonner</i>
News Release - provided by staff	<i>Campuses Draft then Jennifer McCann</i>
Non-Violent Crisis Intervention (CPI)	<i>Bert Coan</i>
Occupational Therapy	<i>Kathy Carrington</i>
Out of State Teachers/Certificates	<i>Donna Vergo</i>
Overnight and Out-of-State Trip Approvals	<i>Ryan Fuller</i>
Payroll Salaries, TRS, Retirements/Terminations, Pay-offs	<i>Joel Bumback</i>
Payroll Budgeting & Reporting	<i>Joel Bumback</i>
Payroll Deductions: Annuities, Child Support, Professional Dues, Taxes, etc	<i>Donna Vergo</i>
Payroll Processing & Transactions: Changes, Extra-Duty, Supplemental, Hourly/Overtime, Leave	<i>Donna Vergo</i>
Payroll Deductions: Insurance	<i>Donna Vergo</i>
Payroll Management: Scales, Budgeting, Pay Schedule, Policies	<i>Joel Bumback</i>
PEIMS	<i>Melissa Evans, Lyndsey Duck, Joel Bumback</i>
Permits & Certificates	<i>Donna Vergo</i>
Personnel Files	<i>Donna Vergo</i>
Petty Cash	<i>Jennifer McCann</i>
Physical Therapy	<i>Kathy Carrington</i>
Policies-Board & Administrative	<i>Ryan Fuller</i>
Property & Casualty Insurance	<i>Joel Bumback</i>
Professional Development - Prior Approval/Approval of Hours	<i>Campus Principals</i>
Professional Travel	<i>Ryan Fuller</i>
Publicity - Brochures	<i>Jennifer McCann</i>
Publicity - News Releases submitted internally	<i>Teachers - Sponsors - Principals</i>
Publicity - News Releases, sends to news/media	<i>Jennifer McCann</i>
Purchase Orders	<i>Jennifer McCann, Campus Principals</i>
Purchasing -- Approval	<i>Campus Principals,Joel Bumback, Ryan Fuller</i>
Purchasing--Publications, Procurement & Compliance	<i>Joel Bumback</i>
Purchasing - Vendors	<i>Jennifer McCann</i>
Records (District, Storage)	<i>Ryan Fuller & Joel Bumback</i>
Recruitment & Job Postings	<i>Donna Vergo</i>
Residency	<i>Campus Principals</i>
Resignations	<i>Ryan Fuller</i>
Safety/Fire Drill Reports	<i>Asst. Principals</i>
School Business Partnerships	<i>Joel Bumback</i>

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School Closing Procedures	Ryan Fuller
School Calendar	Jennifer McCann
Scholarships	Cassie Porter
Security	Mark Bonner, Ryan Fuller
Service Recognition	Donna Vergo
Service Records	Joel Bumback
Sick Leave Use & Recording Docks/FMLA	Donna Vergo
Special Education (General)	Kathy Carrington
Speech Therapy Services	Kathy Carrington
Staff Development (New Teacher - All Professional Staff)	Sherry Scruggs, Campus Principals
STAAR Testing	Sherry Scruggs, Campus Principals
Student Academic Recognition Banquet	Rusty Wilson
Student Clubs & Organizations (Finances)	Club Sponsor, Campus Principals, Melissa Evans
Student Dress Code	Campus Principals
Student Handbooks	Campus Principals
Student Health Advisory Council, SHAC	Portia King, Jennifer McCann
Student Insurance, Athletic	Steven McCann & Wade Lawson
Student Support Team (SST)	Campus Principals
Student Teachers	Campus Principals
Student Transfers	Jennifer McCann
Substitutes	Belrose, Martin, Prnka
Substitute Payroll: Teachers, Aides/Clerical	Donna Vergo
Suicide Prevention	Cassie Porter
Summer Tutorials	Campus Principals
Suspensions - Student	Campus Principals
Suspensions - Employee	Ryan Fuller
TAPR Publication	Joel Bumback
Taxes	Ryan Fuller & Joel Bumback
TEAM-TRS Reporting	Joel Bumback
Technology	Justin Wilburn
Telephone System	Justin Wilburn
TEKS (Texas Essential Knowledge and Skills)	Campus Principals
Terminations - Employee	Ryan Fuller
Testing ACT, SAT, PSAT	Cassie Porter
Texas Public Schools Week	Ryan Fuller
Textbooks-EMAT & IMAT	Terri Gray
Timeclock Reporting	Donna Vergo
Time & Effort Reporting	Joel Bumback
Transition/Secondary Special Programs	Kathy Carrington/Sabrina Causey
Transportation-Vehicles	Mark Bonner
Transportation-Drivers	Rodney Prnka
TRS	Joel Bumback
TRS TEAM District Reporting	Joel Bumback
Truancy	Bert Coan
TSDS-Students	Melissa Evans & Lindsey Duck
TSDS-Staff	Joel Bumback
T-TESS	Campus Principals
TXEIS Passwords and Data Base	Joel Bumback
UIL - Academics and Fine Arts-Elem	Whitney Hooper
UIL - Academics and Fine Arts-JH	April Gates
UIL - Academics and Fine Arts-HS	Rusty Wilson
UIL - Athletics	Steven McCann & Wade Lawson
UIL - Band	Jacob Laster
Unemployment Claims	Donna Vergo
Vendors	Jennifer McCann
Website / District	Jennifer McCann
Worker's Compensation, Accidents & Injuries	Donna Vergo
W-2 Forms	Joel Bumback
W-4 Forms	Donna Vergo