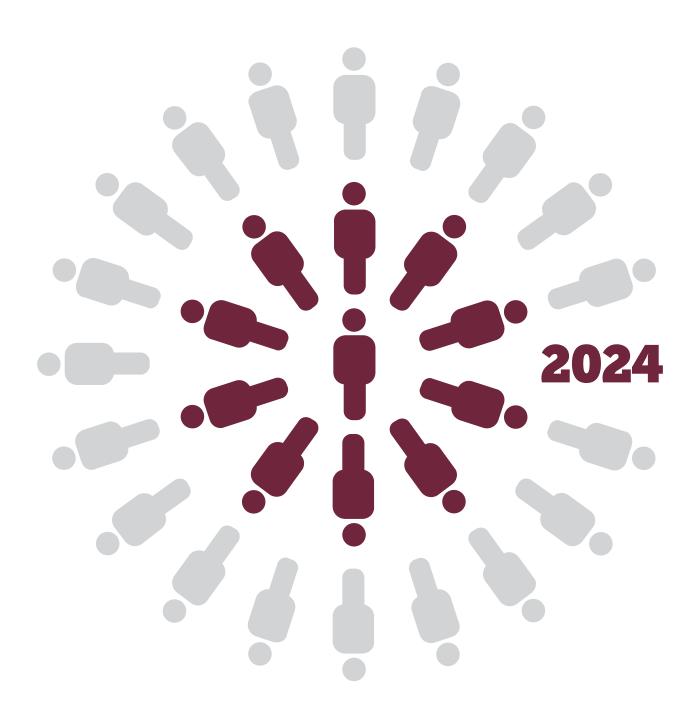
EMPLOYEE GUIDE

FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT





WELCOME

Welcome to Flour Bluff Independent School District! This Employee Guide serves as a convenient directory, providing quick access to key administrators and their respective roles, web pages, and email contacts. Stay connected, informed, and engaged as we work together to create a positive impact in our educational community.

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SUPERINTENDENT OFFICE



https://flourbluffschools.net/superintendent/









csteinbruck@flourbluffschools.net



361-694-9205



Linda Medley



Imedley@flourbluffschools.net



361-694-9205



Superintendent Office

Chris Steinbruck

SUPERINTENDENT OF SCHOOLS

The Superintendent of Flour Bluff Independent School District (ISD) is the Chief Executive Officer responsible for providing visionary leadership and effective management of the district. The Superintendent's primary duties include overseeing the overall operation of the school district, implementing policies set forth by the Board of Trustees, and ensuring the district's educational programs and services align with the vision and goals established by the board and the community. The Superintendent plays a crucial role in shaping the educational experiences of students, supporting the professional growth of staff, and maintaining strong connections with the broader community.



Superintendent Office

DEPUTY SUPERINTENDENT

Title:

The Deputy Superintendent of Flour Bluff ISD is a key administrative member of the district's leadership team and works alongside the Superintendent to oversee the operations of the school district. The Deputy Superintendent manages the day-to-day activities of schools and all aspects of the district's educational programs and operations. Key responsibilities include collaborating with Central Office Administration and School Principals to develop and implement effective educational programs, ensuring compliance with state and federal regulations, and working with community stakeholders to build strong relationships and support for the district. The Deputy Superintendent is also responsible for developing and implementing policies and programs that ensure high standards of student achievement and success, as well as ensuring that district goals and objectives are met across the district.



Cesarea Germain



cgermain@flourbluffschools.net



361-694-9205



ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

Title:

Reports to the Superintendent, handles Superintendent's schedule, prepares agenda for Board Meetings; answers phone calls and questions the community and staff might have.



CURRICULUM & INSTRUCTION



https://flourbluffschools.net/curriculum-instruction/









nwhite@flourbluffschools.net



361-694-9220



Dr. Staci Cade



scade@flourbluffschools.net



. 361-694-9250



Nicole White

ASSOCIATE SUPERINTENDENT FOR **CURRICULUM & INSTRUCTION**

Supervisor to the following staff: District Coordinator of Assessment and Accountability, Curriculum Supervisors/Deans of Instruction, Dyslexia Coordinator/Instructional Coach, Librarians, Director of Technology, and Instructional Technology Specialist. Oversees the following programs: Oceans, Dyslexia, National Board Certification Cohort, Gifted & Talented, Science Fair, Academic UIL, Instructional Materials, Professional Development, New Teacher Orientation, Mentor Program, Student Teachers/Pre-Service Teachers, Summer School, Teacher Incentive Allotment, T-TESS, & Reading Academies.



Curriculum & Instruction

DIRECTOR OF CTE, ASSESSMENT AND ACCOUNTABILITY

Title:

Coordinates and facilitates State Assessments. Disaggregates and prepares Reports for Testing and Accountability, Coordinates Credit By Exams, SAT, ACT, and Assists C&I Department as necessary.



Brandey Wade



bwade@flourbluffschools.net



L 361-694-9449



INSTRUCTIONAL TECHNOLOGIST

Title:

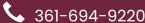
Provide ongoing professional development opportunities to educators, helping them effectively integrate technology tools, digital resources, and multimedia into the curriculum; Serve as a Classlink adminstrator. Plans and facilitates professional development aligned to department, campus and district-wide initiatives. Identify new and emerging technologies that could benefit specific academic programs. Develops curriculum guidelines and standards following district policies and administrative procedures in accordance with the Texas Essential Knowledge and Skills.

Role:



Erica Rivas





erivas@flourbluffschools.net



ADMINISTRATIVE ASSISTANT TO THE ASSOCIATE SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

Title:

Facilitates the efficient operation of the Associate Superintendent for Curriculum & Instruction office. Collaborates with all levels of district employees, outside agencies and the public. Assists with transfer applications, meetings, PO requests, account balance inquiries, ordering supplies, and travel arrangements. Reviews Power Of Attorney and flyers for associate superintendent approval.



STUDENT SERVICES



https://flourbluffschools.net/students/









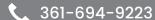
James Crenshaw

ASSOCIATE SUPERINTENDENT FOR STUDENT SERVICES

SHAC, Assistant Principals, District Safety and Security, Surveys, Title IX-Students; Student Grievances Level 2, PEIMS, Legal Documents (Subpoena and Custody); District Calendar Committee, Discipline Hearing Officer; Student/Parent Handbook Development, Student Registration, Student Transfers, Door sweeps, Administrator on call Go Guardian Anonymous Alerts, Assistant Principal meetings, and assists with safety and security/Emergency Operating Procedures.









Cindy Holder







HORNET LEARNING ACADEMY/STUDENT DISCIPLINE AND GUIDANCE CENTER DIRECTOR

Title:

Supervises the staff and students at SDGC/HLA. Assists with Summer Programs regarding HLA/SDGC



Yolanda Valdez



yvaldez@flourbluffschools.net



361-694-9225



PEIMS COORDINATOR

Title:

Oversees Skyward Student Management District-wide (student/parent/teacher), District TSDS Submissions; PEIMS and Core; TREx District Registrar; Online Registration district-wide; Oversee campus registrars and attendance clerks, audits, reports and trainings; distributes edits and reports regarding PEIMS submissions to campuses for verification and correction.



FEDERAL & STATE PROGRAMS



https://flourbluffschools.net/students/









lbarganski@flourbluffschools.net



361-694-9223



Jennifer Rendon



jrendon@flourbluffschools.net



361-694-9223



Dr. Linda Barganski

ASSOCIATE SUPERINTENDENT FOR FEDERAL AND STATE PROGRAMS

Supervises Special Education Director, Nurses, Counselors, and Military Counselors. Is the district contact for DMAC, Parent Engagement, Title I, II, III, IV, and State Compensatory regulations and compliance. Oversees Special Programs, including Migrant, ESL, Foster, Homeless, Pregnancy Services, GED, and PEIMS coding for the special programs. Submits waivers to TEA, reviews Civil Rights Data Collections, and coordinates the District Education Improvement Committee.



Federal & State Programs



Student Services

ADMINISTRATIVE ASSISTANT TO THE ASSOCIATE SUPERINTENDENT FOR FEDERAL & STATE PROGRAMS AND ASSOCIATE SUPERINTENDENT FOR STUDENT SERVICES

Title:

Reports to the Associate Superintendents for Federal and State Programs and Student Services. Provides assistance when ordering, tracking, and coordinating purchases with Federal, State, and local funds. Schedules meetings, coordinates/prepares agendas, and posts minutes for the meetings. Works with staff members to register for conferences and travel arrangements. Respond to inquiries and incoming calls from outside agencies, parents, community, and staff members.



FINANCE & BUSINESS OPERATIONS



https://flourbluffschools.net/finance-dept/







Tomas Molina

CHIEF FINANCIAL, BUSINESS AND OPERATIONS **OFFICER**

Oversees the Finances and Operations of Flour Bluff ISD; Finance Duties include Budget Adoption; Reporting to Superintendent, Staying in good financial standing with TEA and Federal rules/ regulations. Oversight of Maintenance, Grounds, Custodial, Transportation, Food Service, Capital Projects and planning for the future of the district.





tomasmolina@flourbluffschools.net



361-694-9229



Victoria Boge



vboge@flourbluffschools.net



361-694-9229



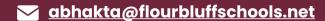
DIRECTOR OF FINANCE

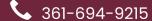
Title:

Assists the CFO and coordinates the day-today activities of the Business Office. Reviews and processes budget transfers and revisions. Initiates new vendor setup and maintenance of documentation. Responsible for the monthly tax collection and reconciliations. Supervises payroll processing. Assists independent auditors in yearly audit of financial statements.



Arti Bhakta







Kim Schumacher







PURCHASING AGENT

Title:

Responsible for ensuring the district is maintaining proper purchasing procedures; Provides training on district purchasing policies and procedures; Provides information on purchasing co-ops available to the district; Assists with quotes for all departments; finds best value and quality of products and services; Facilitates RFP/RFQ's; Reviews and manages all contracts for the district, current and new; approves requisitions; Sets up new vendors and update current vendor information; Handles questions and concerns for district credit cards.

Role:



ACCOUNTS PAYABLE

Title:

Assists the CFO and coordinates the day-to-day activities of the Business Office. Reviews and processes budget transfers and revisions. Initiates new vendor setup and maintenance of documentation. Responsible for the monthly tax collection and reconciliations. Supervises payroll processing. Assists independent auditors in yearly audit of financial statements.



Erika Zuniga

ezuniga@flourbluffschools.net



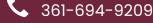
361-694-9229



Terri Tolan



ttolan@flourbluffschools.net





ADMINISTRATIVE ASSISTANT/ ACCOUNTING CLERK

Title:

Calendaring, Correspondence, and preparing for meetings. Acct. Clerk: Deposits, Data Entry regarding Travels Expenses, Fundraisers, Purchase Orders, etc. Maintaining Credit Cards and disbursing receipts.

Role:



ACCOUNTING

Title:

Handles district Journal Entries for monthly reporting, Accounts payables/receivables, District bank reconciliations, Fundraising activities, Travel requests, Monthly sales tax, and SHARS reporting. Assists in business operations.



Silvia Hinojosa



shinojosa@flourbluffschools.net



361-694-9221



PAYROLL CLERK

Title:

Handles Leave, Comp and Sick bank issues; Veritime, Aesop issues; Payroll processing, and Bill paying for all processed payrolls.

Role:



Anna Garcia



agarcia@flourbluffschools.net



361-694-9222



PAYROLL CLERK

Title:

Handles Payroll Processing, Teacher Retirement System Monthly Pension; Reporting, W-2 Processing, and assists employees with payroll questions.



HUMAN RESOURCES & PERSONNEL SERVICES



https://flourbluffschools.net/human-resources/









cfreeman@flourbluffschools.net



361-694-9202



Cassie Freeman

EXECUTIVE DIRECTOR OF HUMAN RESOURCES

Supervises HR staff, compensation, work calendars, employee contracts, job descriptions, job evaluations, employee records, district records, employee handbook, employee grievances, employee investigations, substitutes, TIA compensation, FMLA, leave workers compensations, background checks; fingerprinting, volunteer list, Sick Bank Committee, benefits, teacher and aide certification, TASB salary Surveys and pay studies.



Na'taja Jones



mjones@flourbluffschools.net



361-694-9202



Human Resources

ASSISTANT DIRECTOR OF **HUMAN RESOURCES**

Title:

Develops personnel policies, and procedures; assists in staffing, wage and salary, leave and benefits, performance appraisals; ensures compliance with federal and state laws and regulations; retention and recruitment strategies, screening and selection process for all employees.



Hollie Crenshaw





Casey Jenkins

cjenkins@flourbluffschools.net





HUMAN RESOURCES SPECIALIST

Title:

On-boards all new personnel, HR and Payroll, collecting, processing all required paperwork; E-verify, electronic and paper records, and providing orientation and training on company policies and procedures. Maintains personnel records, service records, and transcripts in both electronic and paper format ensuring that all information is accurate and up-to-date. Explains or updates benefits, retirement information, and exit information to all employees. Answers day-to-day employee questions; Inputs new hires, changes, and terminations into Talent Ed, Skyward, and Employee Management Assignments; Updates, exports, and documents payroll data for new hires, changes, and terminations and maintains a database of changes, and works closely with payroll.

Role:



Human Resources

HUMAN RESOURCES SERVICES SPECIALIST/ DISTRICT RECORDS COORDINATOR

Title:

Processes criminal histories, background checks, fingerprinting, district volunteer list, tutors, temporary employees, lifeguards, student workers, athletic camps, job descriptions, evaluations, employee handbook receipts, verification of employment, and all district records.



Veronica **Bernal**



Vbernal@flourbluffschools.net



361-694-9201



PERSONNEL SERVICES COORDINATOR

Title:

Coordinates substitutes; FMLA; Worker's' Compensation; Aesop; Talent Ed, Spark Hire, criminal history; background checks and fingerprinting.



COMMUNICATIONS & PUBLIC RELATIONS



https://flourbluffschools.net/public-information-office/









kbily@flourbluffschools.net



361-694-9282



Kristen Bily

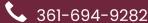
EXECUTIVE DIRECTOR OF COMMUNICATIONS

Oversees the communications of Flour Bluff ISD. Works with our social media pages, district websites, and other platforms to communicate events, and special information. Handles all crisis communication, media inquiries, and interviews. Handles all events, such as employee service awards and wellness events. Oversees the Hornet Spirit Shop.



Ashley Durheim





adurheim@flourbluffschools.net



Public Information Office

COMMUNICATIONS & ENGAGEMENT SPECIALIST

Title:

Collaborates closely with Boosters and organizations, provides support to the print shop and actively promotes the spirit shop. Managing social media, coordinates with the community, and maintains meticulous records for the spirit shop and PIO. Handles requisitions for the Public Information Officer. Actively engages with student development through the Ready, Set, Go program, guiding students and overseeing fundraising approval forms.



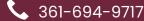
Lazaro Lujan III

361-694-9714



Hector Zapata Jr.

<u>hzapata@flourbluffschools.net</u>





Public Information Office

PRINTSHOP SPECIALIST

Title:

Processes printing requests for campuses, including generating invoices for accounting and inventory purposes, and providing daily technical support for campus copiers, offering handson assistance and training to personnel as needed. Prepares monthly statements for copy machines, maintains a catalog of forms, files copy originals, assembles various materials such as books, pamphlets, and posters, and fulfills campus orders for specialty paper and toners. Troubleshoots copy machine problems, reports equipment malfunctions, adjusts workload and hours as necessary, ensures a professional working environment, maintains confidentiality, stays informed on print shop and district operations, and fosters communication.

Role:



Public Information Office

GRAPHIC DESIGNER / WEB SPECIALIST

Title:

Graphic designer and web specialist for Flour Bluff ISD. Acts as the custodian of the district's branding and marketing items. Oversees the district's website, site procedures, campus websites, and extra curricular sites. Graphic designer and aide for the Printshop. Specializes in Adobe Creative Cloud, Wordpress, podcasting, audio production, filming, video editing, and photography.



TECHNOLOGY & DIGITAL SERVICES



https://tech.flourbluffschools.net/













Mario Salinas

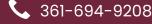
DIRECTOR OF TECHNOLOGY OPERATIONS

Supervises the Information & Technology
Department, which encompasses overseeing
critical functions such as managing the
3-Year Technology Plan, navigating E-Rate
compliance, fortifying cybersecurity measures,
and maintaining the District Network
Infrastructure and Voice/Video Networks.
Additionally, device procurement is integral
to ensuring the institution remains equipped
with the latest technology for educational and
operational purposes.



Anna Barrera







TECHNOLOGY CLERK

Title:

Oversees the time and attendance records specifically within the technology department, ensuring precise tracking of work hours and schedules. Coordinates the assignment of work orders, efficiently distributing tasks to meet departmental objectives. Takes the lead in placing requisitions to fulfill the technology department's needs, streamlining the procurement process. Obtains quotes tailored to technology-related requirements, carefully evaluating options for informed decision-making. Executes additional assigned duties, contributing to the overall efficiency and productivity of the technology department.



Joseph Gonzales

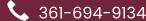
igonzalez@flourbluffschools.net

361-694-9152



Gilberto Lee Rea

grea@flourbluffschools.net





SYSTEMS ADMINISTRATOR / IT SERVICES COORDINATOR

Title:

As a Systems Admin and IT Services Coordinator, I am dedicated to managing and optimizing system administration tasks, ensuring seamless IT operations. My role involves coordinating various IT services, from troubleshooting and maintenance to overseeing technology implementations, fostering a reliable and efficient technology environment for the organization.

Role:



COMMUNICATIONS A/V SPECIALIST

Title:

Responsible for ensuring the functionality and operation of all district telephones. Accountable for maintaining the operational status of campus intercoms. Assists the district in professional sound build-outs for various areas, including campus cafeterias, campus gyms, and district sports facilities such as the field house, high school football stadium, varsity basketball gym, tennis courts, baseball, and softball fields. Additionally, responsible for fixing, repairing, and replacing security cameras as needed. Sets up camera user accounts for accessing security cameras and oversees the build-out and repair of video and audio systems in all classrooms district-wide.



Dylan Dougherty

ddougherty@flourbluffschools.net



361-694-9738



Eduardo Marin



emarin@flourbluffschools.net



361-694-9287



LEVEL ONE NETWORK ADMINISTRATOR

Title:

Maintains network connectivity of all computer workstations; Provides network support to users. Maintains servers and associated hardware, applications, services, and settings. Develops and monitor policies for the use of network resources.

Role:



TECHNOLOGY SPECIALIST

Title:

Apple MDM, Printers, Servers, Inventory, Tickets



Daniel Ramirez



dramirez@flourbluffschools.net





Kyle Jones



kjones@flourbluffschools.net





CAMPUS TECH FOR JH & INT

Title:

Campus tech for the Junior High and Intermediate. Installs, repairs, and replaces technology throughout campuses; implements and maintains software; trains teachers on basic use of hardware and software; completes inventory of technology devices; troubleshoots issues that teachers or students may have with technology.

Role:



CAMPUS TECH PRIMARY & ELEMENTARY

Title:

Campus tech for the Primary and Elementary Installs, repairs, and replaces technology throughout campuses and district; implements and maintains software; trains teachers on basic use of hardware and software; completes inventory of technology devices; troubleshoots issues that teachers or students may have with technology.



Terry Norris



tnorris@flourbluffschools.net



361-694-9270



SOFTWARE APPS SPECIALIST

Title:

Manages or assists with access to different softwares used throughout the district. Manages technology preparations at district level testing such as STAAR, TSI, ETC; Campus Technical support for ECC on daily basis; Assists with technical support throughout district as required, setup all types equipment; Assists other departments as required.



FLOUR BLUFF ISD POLICE DEPARTMENT



https://flourbluffschools.net/fbisd-police-department/









egonzalez@flourbluffschools.net



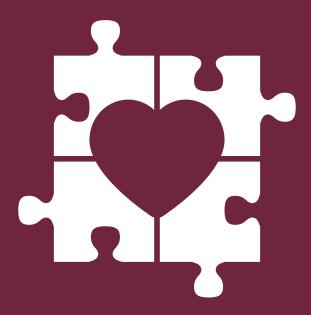
361-694-9901



Eric Gonzalez

CHIEF OF POLICE

Establishes and administers security regulations and procedures to protect students, staff, and property. Supervises and oversees an adequately staffed, trained, and equipped force of certified police officers. Ensures enforcement of all, federal, state, local laws and ordinances. Coordinates with outside law enforcement agencies. Assists in maintaining Emergency Operations Plan for the district and direct communication with all surrounding law enforcement agencies. Assists in conducting safety drills for the district.



SPECIAL EDUCATION



https://flourbluffschools.net/special-education/

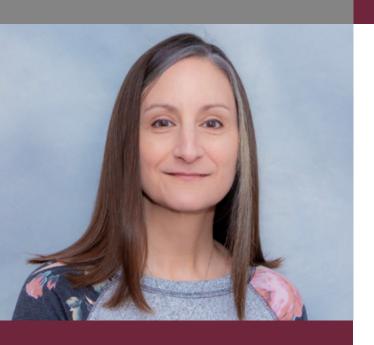






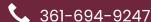






Heather Bervinkle







Dr. Melonie Shandy

DIRECTOR OF SPECIAL EDUCATION

Manages daily operations of the Special Education office, ensuring SPED department/district compliance with state and federal mandates. Handles IDEA federal grant applications and revisions. Collaborates on SPED issues and policies with campus and district staff, as well as the school attorney. Interviews and hires SPED personnel, including assessment staff, teachers, and paraprofessionals. Plans and organizes district-wide professional development. Works with community and state colleges to promote transition programs.



ASSISTANT DIRECTOR OF SPECIAL EDUCATION

Title:

Meets with Special Education (SPED) Case Managers, reviews student progress, referrals to Special Education, and evaluations. Facilitates SPED training across the district. Interviews SPED applicants. Supervises Special Education Ininerant staff. Collects and submits COSF documentation for the district. Facilitates ESPED records requests. Collaborates with campus and district staff regarding SPED concerns.



Jaime Woodard



jwoodard@flourbluffschools.net



361-694-9012



DYSLEXIA COORDINATOR/ INSTRUCTIONAL COACH

Title:

Support all needs surrounding our Dyslexia community including supporting campus dyslexia teachers, ensuring identified students are receiving accurate services, guiding classroom teachers on strategies for their students, supporting Special Education dyslexia needs, as well as supporting campus leaders.

Role:



Kelly Smith



ksmith@flourbluffschools.net



361-694-9247



SPECIAL EDUCATION SECRETARY

Title:

Reports to the Director of Special Education. Processes and distributes all SPED referrals to Special Education staff and Contractors. Registers staff for conferences and makes travel arrangements. Handles Special Education Purchases for each campus with Federal and Local Funds. Facilitates contracts and setting up new vendors. Assists with background checks for contractors and new hire. Maintains records for equipment, budget, assessments, contracts, reports for Child Find, TREx registrar, SPP11, SPP12, student/ staff inventory and transportation. Assists staff, parent, contractors and the community.



NUTRITION & FOOD SERVICES



https://flourbluffschools.net/student-nutrition/









gvaldez@flourbluffschools.net



361-694-9034



Eric Martinez



<u>emartinez@flourbluffschools.net</u>



361-694-9034





DIRECTOR OF NUTRITION

Oversees the Student Nutrition Department staff of 64 with 1 SN Coordinator, 2 office staff, 3 supervisors, 6 managers, 7 assistant managers, 26 full timers & 17 part-timers. Serving breakfast in the classroom (BIC), National School Lunch Program (NSLP), Child & Adult Care Food Program (CACFP) which is the supper program, (FDP) Food Distribution Program & (SFSP) Summer Food Service Program. All programs must have an updated contract and staff must attend classes to make sure all protocols from TDA/USDA are followed.



STUDENT NUTRITION

Title:

Assists the Child Nutrition Director as needed. Works with school staff, teachers, parents, and physicians to accommodate children with special nutritional needs. Updates Special Dietary Needs in the Point-of-Sale program and ensures schools are following guidelines set forth by TDA regulations. Conducts frequent school site inspections to ensure kitchens are in compliance with Health Department standards. Manages staffing, holds trainings, and leads new hire orientations as needed.



Frances Rotramble



frotramble@flourbluffschools.net



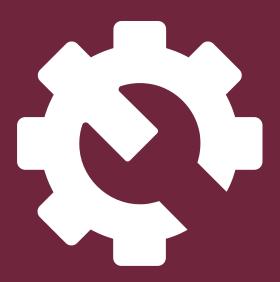
361-694-9034



ADMINISTRATIVE ASSISTANT TO STUDENT NUTRITION

Title:

National School Lunch and Breakfast Free and Reduced Meal Program. Process applications, and reports to Direct certification, verifications and snapshots. Send parents eligibility notices. Keep all required records for the program. Purchase requisitions for all food, supplies and equipment needed. Prepare purchase orders for regular vendors. Processes all invoices for items received. Prepares payroll for the department, tracks and records employee attendance. Reviews employee's time sheets for accuracy. Assists employees and parents with all questions and concerns.



MAINTENANCE & OPERATIONS



https://flourbluffschools.net/facilities-maintenance/









Joseph Guidry

EXECUTIVE DIRECTOR OF OPERATIONS

Oversee the operations and personnel in the Maintenance, Transportation and Custodial departments.



jguidry@flourbluffschools.net



361-694-9703



Zach Graf



zgraf@flourbluffschools.net



361-694-9703



Maintenance & Operations

ASSISTANT DIRECTOR OF MAINTENANCE AND OPERATIONS

Title:

Assists the Executive Director of Operations in the needs of personnel, maintenance, transportation and custodial departments.



Melody Vega



™vega@flourbluffschools.net



361-694-9703



MAINTENANCE & OPERATIONS SECRETARY

Title:

Assists the Executive Director of Operations in the needs of personnel, maintenance, transportation and custodial departments.

FLOUR BLUFF SD PADRE ISLAND • NAS • CCAD

