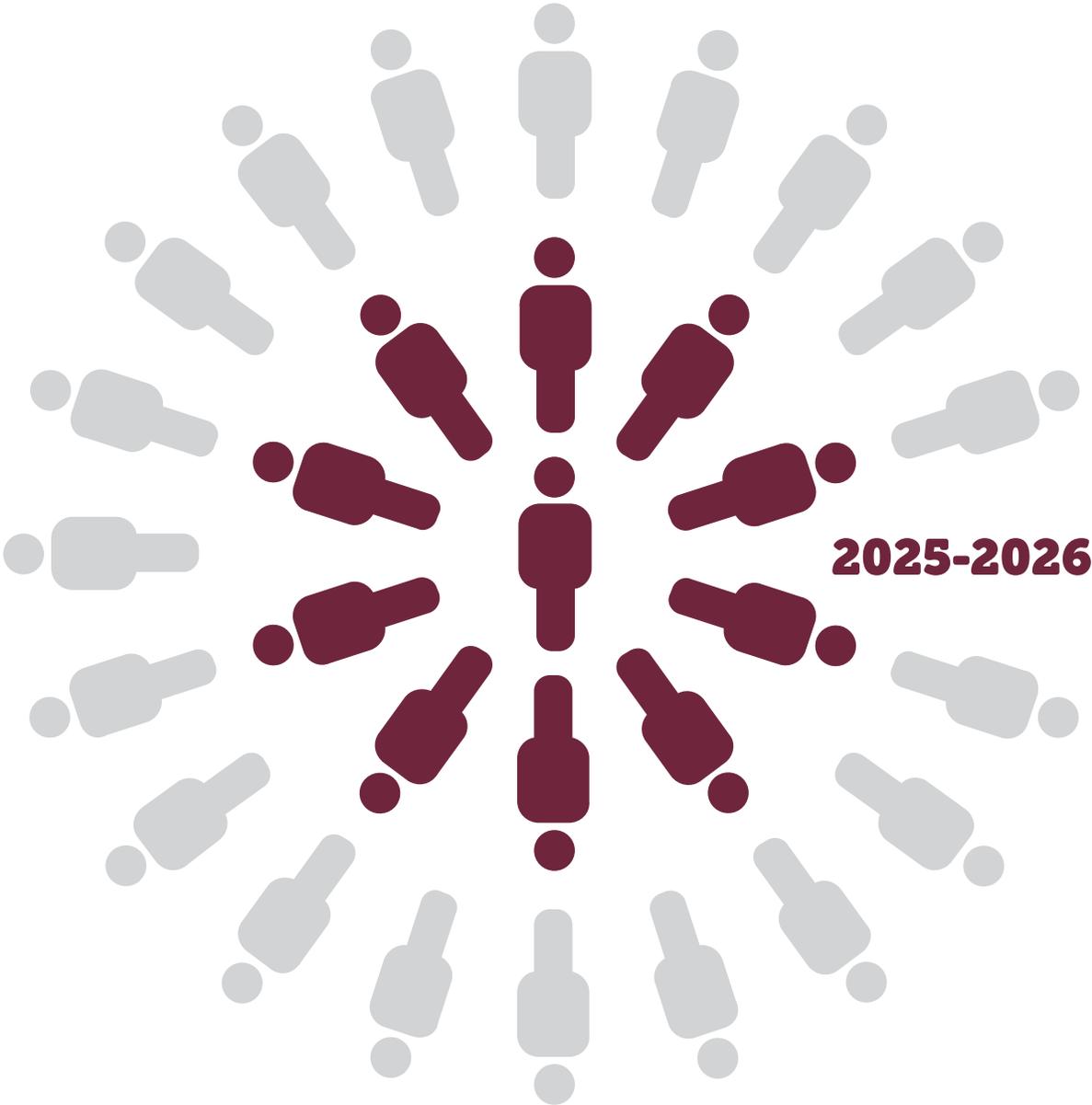


EMPLOYEE GUIDE

FLOUR BLUFF INDEPENDENT SCHOOL DISTRICT



FLOUR BLUFF ISD
FLOUR BLUFF • PADRE ISLAND • NAS • CCAD

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://flourbluffschoos.net/superintendent/>



694-9205



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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.

✉ csteinbruck@flourbluffschoos.net

☎ 361-694-9205



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.

Role:

Linda Medley

✉ lmedley@flourbluffschoos.net

☎ 361-694-9205



SUPERINTENDENT OFFICE

ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

Title:

Reports to the Superintendent, facilitates the operations of the superintendent's office by providing clerical services to the Superintendent, Board of Trustees and Deputy Superintendent. Works under general supervision and handles confidential information and frequent contact with all levels district employees, outside agencies, and the general public.

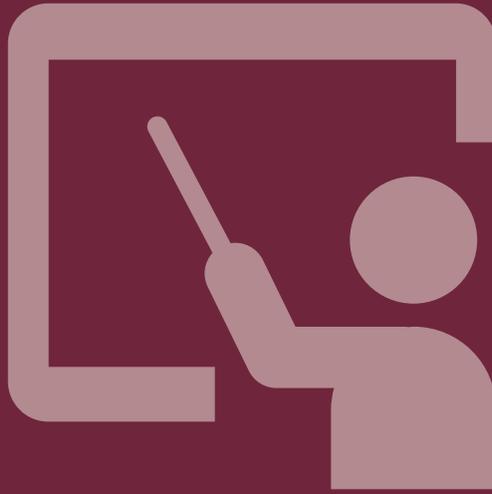
Role:



**Cesarea
Germain**

 cgermain@flourbluffschoos.net

 361-694-9205



CURRICULUM & INSTRUCTION



<https://flourbluffschoos.net/curriculum-instruction/>



694-9220



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Nicole White

ASSOCIATE SUPERINTENDENT FOR CURRICULUM & INSTRUCTION

Supervisor to the following staff: District Director of CTE, Curriculum Supervisors/Deans of Instruction, Director of Technology, and Instructional Technology Specialist. Oversees the following programs: Curriculum, Oceans, 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.



 nwhite@flourbluffschoos.net

 361-694-9220



Curriculum & Instruction

DIRECTOR OF CTE, ASSESSMENT AND ACCOUNTABILITY

Title:

Oversees the planning, development, implementation, and evaluation of CTE programs across the district. Ensures students have access to high-quality, career focused education aligned with workforce needs and post-secondary opportunities. Coordinates and facilitates State Assessments, Disaggregates and prepares Reports for assessments and accountability, coordinates Credit By Exams, SAT, ACT, and assists C&I Department as necessary, and DMAC.

Role:



Dr. Staci Cade

 scade@flourbluffschoos.net

 361-694-9250



Curriculum & Instruction

INSTRUCTIONAL TECHNOLOGIST

Title:

Provides ongoing professional development opportunities to educators, helping them effectively integrate technology tools, digital resources, and multimedia into the curriculum; Serves as a Classlink administrator. Plans and facilitates professional development aligned to department, campus and district-wide initiatives. Identifies 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:



Brandey Phillips

 bphillips@flourbluffschoos.net

 361-694-9449



Curriculum & Instruction

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.

Role:



Erica Rivas

 erivas@flourbluffschoos.net

 361-694-9220



FINANCE



<https://flourbluffschoools.net/finance-dept/>



694-9229



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Finance

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@flourbluffschoools.net

 361-694-9229



Finance

DIRECTOR OF FINANCE

Title:

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

Role:

Victoria Phillips

 vphillips@flourbluffschoools.net

 361-694-9210





**Arti
Bhakta**

✉ abhakta@flourbluffschoools.net

☎ 361-694-9215



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:



**Kim
Schumacher**

✉ kschumacher@flourbluffschoools.net

☎ 361-694-9967



ACCOUNTS PAYABLE

Title:

Receives, matches, and accurately sets up payment for all accounts payable, requisitions, and purchase orders. Compile, maintain, and file all reports, records, and other documents required, including auditable records. Communicates with district personnel and vendors to resolve issues related to incorrect orders, invoices, shipment, and account codes. At the end of the fiscal year compiles an accurate listing of accounts payable and prepaid's including the supporting documentation. Ensures that all 1099's and related reports are distributed as per I.R.S timeliness and regulations.

Role:



Erika Sanchez

✉ esanchez@flourbluffschoools.net

☎ 361-694-9229



**ADMINISTRATIVE ASSISTANT/
ACCOUNTING CLERK**

Title:

Assists the CFO and Finance Director in normal Business Office operations. Calendaring, Correspondence, and Meeting Preparation. Acct Clerk: Data Entry, Deposits, Disbursing Receipts, Purchase Orders, Check Requests, Fundraisers, MSB, Formspace, Donation Letters, Travel Expenses, Managing Supplies etc.

Role:



Terri Tolan

✉ ttolan@flourbluffschoools.net

☎ 361-694-9209



ACCOUNTING

Title:

Process accounts payables; receivables; journal entries; bank reconciliations. Employee and Student travel reconciliation. Monthly sales tax reports. SHARS reports. Credit card distribution. Assist in fundraising activities if needed.

Role:



**Silvia
Hinojosa**

✉ shinojosa@flourbluffschoools.net

☎ 361-694-9221



Finance

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@flourbluffschoools.net

☎ 361-694-9222



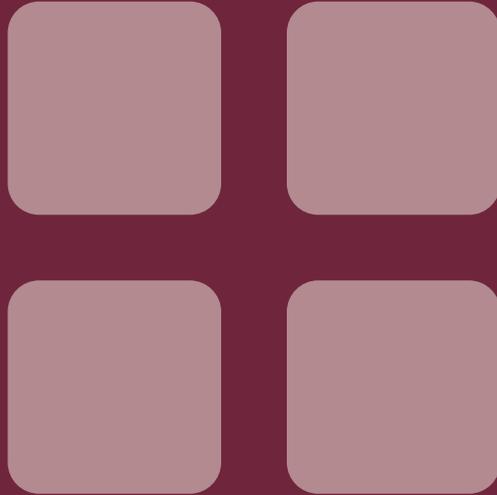
Finance

PAYROLL CLERK

Title:

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

Role:



FEDERAL & STATE PROGRAMS



<https://flourbluffschoools.net/students/>



694-9223



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Federal & State Programs

Sarah Chapman

DIRECTOR OF FEDERAL & STATE PROGRAMS

Supervises Librarians, Nurses, Counselors, and Military Counselors. Is the district contact for 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 and the Site-Based District Committee.



 schapman@flourbluffschools.net

 361-694-9223



Federal & State Programs



Curriculum & Instruction

ADMINISTRATIVE ASSISTANT TO THE DIRECTOR OF CTE, ASSESSMENT & ACCOUNTABILITY AND DIRECTOR FOR FEDERAL & STATE PROGRAMS

Title:

Provides direct support to the Director of CTE, Assessment & Accountability and Director for Federal and State Programs. Prepares and assists with ordering, tracking, and coordinating purchases with Federal, State, and local funds district wide. Managing calendars, scheduling appointments, coordinates meetings, prepares agendas, and posts minutes for the meetings. Coordinates travel arrangements for professional development district wide. Respond to inquiries and incoming calls from outside agencies, parents, community, and staff members.

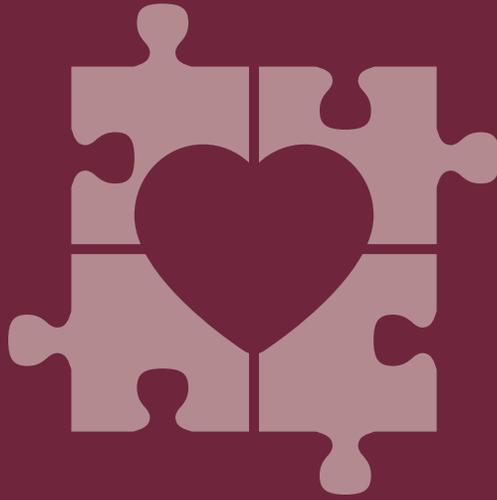
Role:



Jennifer Rendon

 jrendon@flourbluffschools.net

 361-694-9223



SPECIAL EDUCATION



<https://flourbluffschoools.net/special-education/>



694-9247



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Special Education

Dr. Melonie Shandy

DIRECTOR OF SPECIAL EDUCATION

Manages daily operations of the Special Education office and Dyslexia Coordinator/Instructional Coach. 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.



 mshandy@flourbluffschoos.net

 361-694-9247



Special Education

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.

Role:



Heather Bervinkle

 hbervinkle@flourbluffschoos.net

 361-694-9247



Special Education

**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 the district phonics program and strategies for their students, supporting Special Education dyslexia needs, as well as supporting campus leaders.

Role:



**Jaime
Woodard**

✉ jwoodard@flourbluffschoos.net

☎ 361-694-9012



Special Education

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.

Role:



**Kelly
Smith**

✉ ksmith@flourbluffschoos.net

☎ 361-694-9247



STUDENT SERVICES



<https://flourbluffschools.net/students/>



694-9223



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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; Expulsions, 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.

 jcrenshaw@flourbluffschools.net

 361-694-9223



Chris Hess

 chess@flourbluffschools.net

 361-694-9005



Student Services

DIRECTOR OF THE STUDENT DEVELOPMENT AND GUIDANCE CENTER (SDGC) AND THE HORNET LEARNING ACADEMY (HLA)

Title:

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

Role:



Student Services

**PEIMS COORDINATOR
/RECORDS MANAGEMENT**

Title:

Oversees Skyward Student Management Districtwide (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 and records management.

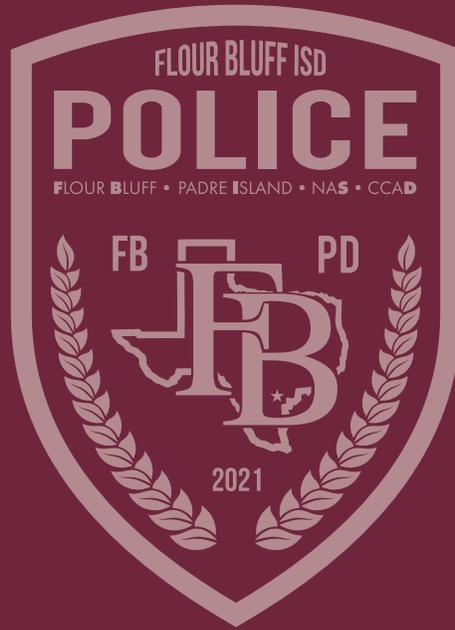
Role:



**Casey
Jenkins**

 cjenkins@flourbluffschoos.net

 361-694-9225



FLOUR BLUFF ISD POLICE DEPARTMENT



<https://flourbluffschoools.net/fbisd-police-department/>



694-9901



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FBISD POLICE DEPARTMENT

Lance Howard

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.



 lhoward@flourbluffschools.net

 361-694-9901



FBISD POLICE DEPARTMENT

LIEUTENANT OF POLICE

Title:

As the Lieutenant of Police and second-in-command at the Flour Bluff ISD Police Department, I am directly responsible for advancing our core mission: cultivating a safe and secure environment for the entire community.

My role encompasses the daily oversight of operations for both police officers and security guards, ensuring seamless departmental functioning. This includes developing and implementing personnel schedules to effectively deploy staff for routine duties and special events. I'm dedicated to achieving departmental operational excellence. I also support the Chief of Police by handling essential administrative tasks and contributing to strategic planning and overall departmental management. I lead and mentor personnel, fostering a professional and cohesive team, and actively address safety concerns while managing critical incidents to ensure appropriate responses and resolutions. Ultimately, my primary focus is the safety and well-being of our students, faculty, and staff.

Role:



Michael Kohl

 mkohl@flourbluffschools.net

 361-694-9968



FBISD POLICE DEPARTMENT

**ADMINISTRATIVE ASSISTANT TO POLICE,
TRUANCY, SAFETY & SECURITY**

Title:

The role of the Police, Truancy, Safety, and Security Administrative Assistant is to work under minimum supervision to provide advanced clerical services to the cabinet-level administrator assigned. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the public. Receive emergency and non-emergency calls and reports, monitor video surveillance systems, and dispatch personnel according to district procedures. Relay information based on the nature and urgency of the situation and respond appropriately to situations that may develop.

Role:



**Patty
West**

 [**pwest@flourbluffschoools.net**](mailto:pwest@flourbluffschoools.net)

 **361-694-9968**



HUMAN RESOURCES



<https://flourbluffschoools.net/human-resources/>



694-9202



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Human Resources

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.



 cfreeman@flourbluffschoools.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.

Role:



Shayd Speed

 sspeed@flourbluffschoools.net

 361-694-9202



Human Resources

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 SPECIALIST

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.

Role:



Hollie Crenshaw

✉ hcrenshaw@flourbluffschools.net

☎ 361-694-9204



Cindy Holley-Melendez

✉ chollemelendez@flourbluffschools.net

☎ 361-694-9204



Human Resources

PERSONNEL SERVICES COORDINATOR

Title:

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

Role:



Veronica Bernal

 vbernal@flourbluffschoools.net

 361-694-9201



COMMUNICATIONS & PRINTSHOP



<https://flourbluffschoools.net/public-information-office/>



694-9282



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Communications

Bob Chapman

DIRECTOR OF STRATEGIC INITIATIVES

Provide leadership and coordination for designing, developing, executing, assessing, and revising district-wide strategic initiatives. Support communication efforts related to long-term planning and district initiatives, with a focus on transparency and building public trust.



 bchapman@flourbluffschoools.net

 361-694-0000



Communications

COMMUNICATIONS AND COMMUNITY RELATIONS COORDINATOR

Title:

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.

Role:



Kristen Bily

 kbily@flourbluffschoools.net

 361-694-9282



**Ashley
Durheim**

✉ adurheim@flourbluffschoos.net

☎ 361-694-9282



Communications

**COMMUNICATIONS &
ENGAGEMENT SPECIALIST**

Title:

I support the Public Information Office (PIO) by managing its budget and helping daily operations run smoothly. I oversee the Hornet Spirit Shop, assist the Print Shop, and help coordinate district events. I'm also involved in employee wellness efforts and student programs. I work closely with Booster clubs to support and organize fundraising activities. My goal is to help build a strong, connected, and engaged school community.

Role:



**Hector
Zapata Jr**

✉ hzapata@flourbluffschoos.net

☎ 361-694-9717



Communications / Printshop

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.

Role:



**Lazaro
Lujan III**

 llujan@flourbluffschoools.net

 361-694-9714



Printshop

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 hands-on 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:



TECHNOLOGY



<https://tech.flourbluffschools.net/>



694-9208



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Technology

Mario Salinas

DIRECTOR OF TECHNOLOGY OPERATIONS

Oversees the Information & Technology Department, which includes managing the District's 3-Year Technology Plan, ensuring E-Rate compliance, strengthening cybersecurity efforts, and maintaining the district's network infrastructure and voice/video systems.



 msalinas@flourbluffschoools.net

 361-694-9208



Anna Quintanilla

 aquintanilla@flourbluffschoools.net

 361-694-9208



Technology

TECHNOLOGY CLERK

Title:

Serves as the department's front-line support for phones and helpdesk inquiries. Manages time and attendance records for all technology staff, ensuring accurate tracking of schedules. Coordinates the assignment of work orders to ensure efficient task distribution. Leads the procurement process by placing requisitions and obtaining technology-related quotes. Supports overall departmental efficiency by taking on additional administrative tasks as needed.

Role:



**Joseph
Gonzales**

 jgonzales@flourbluffschools.net

 361-694-9152



Technology

**SYSTEMS ADMINISTRATOR /
IT SERVICES COORDINATOR**

Title:

Responsible for managing and optimizing all system administration functions to ensure smooth IT operations across the district. Coordinates various services including troubleshooting, maintenance, and overseeing technology rollouts. Also serves as the district's Information Security Technician, supporting cybersecurity efforts and system integrity.

Role:



**Gilberto
Lee Rea**

 grea@flourbluffschools.net

 361-694-9134



Technology

COMMUNICATIONS A/V SPECIALIST

Title:

Ensures full functionality of the district's phone systems and campus intercoms. Plays a key role in professional A/V installations across the district, including campus cafeterias, gyms, and sports facilities such as the field house, high school stadium, varsity gym, tennis courts, baseball and softball fields. Also oversees classroom and office A/V buildouts.

Role:



**Dylan
Dougherty**

✉ ddougherty@flourbluffschoools.net

☎ 361-694-9738



Technology

LEVEL ONE NETWORK ADMINISTRATOR

Title:

Maintains the district’s wired and wireless networks, ensuring reliable connectivity and user support. Assists in server maintenance, manages related hardware and applications, and develops policies for the effective and secure use of network resources.

Role:



**Daniel
Ramirez**

✉ dramirez@flourbluffschoools.net

☎ 361-694-9224



Technology

**SOFTWARE APPS SPECIALIST
(DISTRICT & ECC)**

Title:

Manages staff and student access to a variety of district-used software systems. Leads the technical setup for district-level testing such as STAAR, TSI, and others. Provides daily technical support at ECC and assists with districtwide support, including device setups and assisting other departments as needed.

Role:



**Eric
Horne**

 ehorne@flourbluffschools.net

 361-694-9224



Technology

**LEAD DISTRICT TECHNICIAN
(JUNIOR HIGH & INTERMEDIATE)**

Title:

Serves as the Campus Technician for the Junior High and Intermediate campus. From day-to-day operations to helping staff troubleshoot and problem-solve, I am your go-to contact for anything technology-related. This includes supporting classroom devices, AV setups, network connectivity, and ensuring instructional technology runs smoothly to support teaching and learning. I'm here to provide timely, reliable tech assistance and keep things running behind the scenes so you can focus on your students.

Role:



**Kyle
Jones**

 kjones@flourbluffschools.net

 361-694-9968



Technology

**LEAD DISTRICT TECHNICIAN
(PRIMARY & ELEMENTARY)**

Title:

Serves as the Campus Technician for the Primary and Elementary campus. From day-to-day operations to helping staff troubleshoot and problem-solve, I am your go-to contact for anything technology-related. This includes supporting classroom devices, AV setups, network connectivity, and ensuring instructional technology runs smoothly to support teaching and learning. I'm here to provide timely, reliable tech assistance and keep things running behind the scenes so you can focus on your students.

Role:



Trey Mendoza

 tmendoza@flourbluffschoos.net

 361-694-9749



Technology

LEAD DISTRICT TECHNICIAN (HIGH SCHOOL BASED)

Title:

Serves as the Campus Technician for the High School campus. From day-to-day operations to helping staff troubleshoot and problem-solve, I am your go-to contact for anything technology-related. This includes supporting classroom devices, AV setups, network connectivity, and ensuring instructional technology runs smoothly to support teaching and learning. I'm here to provide timely, reliable tech assistance and keep things running behind the scenes so you can focus on your students.

Role:



Hunter Copeland

 hcopeland@flourbluffschoos.net

 361-694-9224



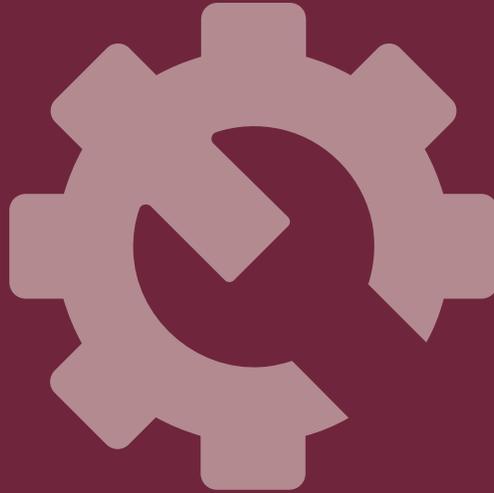
Technology

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Role:



DIVISION OF OPERATIONS



<https://flourbluffschoools.net/facilities-maintenance/>



694-9229



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DIVISION OF OPERATIONS

Joseph Guidry

EXECUTIVE DIRECTOR OF OPERATIONS

Oversees district-wide operations, including Facilities & Planning, Maintenance, Grounds, Transportation, Child Nutrition, Custodial Services, Bus Shop, and Risk Management. Supervises departmental leaders, ensures compliance with safety and regulatory standards, manages operational budgets, and supports long-range facility and bond planning.



 jguidry@flourbluffschoools.net

 361-694-9703



DIVISION OF OPERATIONS

DIRECTOR OF FACILITIES AND PLANING

Title:

Supports the Executive Director of Operations by overseeing the daily operations of the Maintenance and Grounds departments. Provides leadership in long-range facility planning and plays a key role in the development and execution of bond projects. Coordinates with architects, engineers, and construction managers to ensure projects are aligned with district priorities, stay within budget, and meet established timelines. Monitors construction progress, conducts site visits, and ensures compliance with safety and regulatory standards throughout all phases of planning and construction.

Role:



Zach Graf

 zgraf@flourbluffschoools.net

 361-694-9703



DIVISION OF OPERATIONS

**MAINTENANCE & OPERATIONS
SECRETARY**

Title:

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

Role:



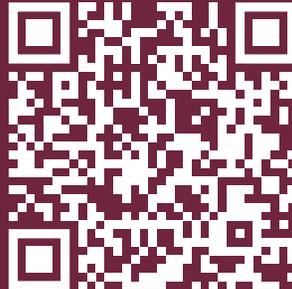
**Christine
Foutch**

 cfoutch@flourbluffschoools.net

 361-694-9703



NUTRITION



<https://flourbluffschoools.net/student-nutrition/>



694-9034



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Nutrition

Gina Valdez

DIRECTOR OF NUTRITION

Oversees the 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.



 gvaldez@flourbluffschoools.net

 361-694-9034



Nutrition

NUTRITION COORDINATOR

Title:

Assists the 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.

Role:



Erick Martinez

 emartinez@flourbluffschoools.net

 361-694-9034



Nutrition

NUTRITION ADMINISTRATIVE ASSISTANT

Title:

Provides administrative and clerical support to Director of Nutrition Department. Manages the routine work activities for the school nutrition office. Processes applications for the National School Lunch and Breakfast program and related processes, reports and records. Prepares purchase requisitions in accordance with procurement rules, regulatory agencies and administrative guidelines for food and supplies.

Role:



**Frances
Rotramble**

 frotramble@flourbluffschoools.net

 361-694-9034

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