

JOAQUIN ISD - Who's in Charge

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| http://www.joaquinisd.net/page/dis.admin | 8/1/2018 |
| Accounts Payable | Jennifer McCann |
| Administration Building/Scheduling of Board Room | Jennifer McCann |
| Administrator Appraisal | Phil Worsham |
| 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 | Phil Worsham |
| 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 | Phil Worsham |
| 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 & Student Engagement Surveys | Sherry Scruggs |
| 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 | Landon Oliver |
| Constables: Contracted Deputies | Phil Worsham |
| Construction | Phil Worsham & 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 |
| DMAC | Sabrina Causey & Principals |
| 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>Phil Worsham, 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/Phil Worsham</i> |
| Drug Dogs | <i>Terri Gray</i> |
| Drug Free Schools | <i>Cassie Porter</i> |
| District Planning Advisory Council | <i>Phil Worsham</i> |
| Dyslexia/504 | <i>Kathy Carrington</i> |
| EDGAR | <i>Joel Bumback</i> |
| Elections | <i>Jennifer McCann</i> |
| Elementary Campus | <i>Sherry Scruggs</i> |
| Elementary Principal | <i>Phil Worsham</i> |
| Elementary Education | <i>Sherry Scruggs</i> |
| EMAT/IMAT | <i>Terri Gray</i> |
| Employee Dress Code | <i>Phil Worsham</i> |
| Employee Handbooks | <i>Donna Vergo</i> |
| Employment Assignments | <i>Phil Worsham</i> |
| Employment Reassignments | <i>Phil Worsham</i> |
| Emergency Operations District Team | <i>Jennifer McCann</i> |
| Emergency Operations / Safety Elem Campus Team | <i>Sherry Scruggs, Bert Coan, Kathy Brittain, Monica Smith, Rodney Prnka, Deborah Derbonne, Angela Shahan, Jared Duck, Tara Harris, Kacie Avery, Shelli Vaughn, Shonda Elliott, 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 Steven McCann, Rusty Wilson, Lisa Barton</i> |
| Emergency Operations Plan (MHEOP) | <i>Jennifer McCann, Phil Worsham</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 Rambin/Yesenia Corrales, Principals & Teachers</i> |
| Expulsion - Student | <i>Campus Principals, Phil Worsham</i> |
| FACEBOOK-District postings | <i>Sabrina Causey</i> |
| Facility Rentals | <i>Jennifer McCann</i> |
| Federal & State Grants | <i>Phil Worsham, 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 & Landon Oliver</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 / Phil Worsham</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>Phil Worsham & Joel Bumback</i> |
| Grant Reporting | <i>Joel Bumback</i> |
| Grievances, Employee and Parent (Student) | |
| Level One | <i>Campus Principals</i> |
| Level Two | <i>Phil Worsham</i> |
| Level Three | <i>Board of Trustees</i> |
| Ground Services: Mowing, Landscaping,etc. | <i>Mark Bonner</i> |

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| Guardianship | <i>Campus Principals</i> |
| Health Issues: Head Lice, Flu Shots, Immunizations, Epidemic Concerns and Public Health Notices | <i>Porita King</i> |
| Homebound Program--Special Education | <i>Kathy Carrington</i> |
| Home Schooling | <i>Campus Principals</i> |
| Homeless Liaison | <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/Phil Worsham</i> |
| Instructional Computers (Hardware, Computer Software and Instructional Software | <i>Landon Oliver</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>Phil Worsham</i> |
| Job Descriptions | <i>Phil Worsham / Donna Vergo</i> |
| Job Reclassifications | <i>Phil Worsham / Donna Vergo</i> |
| Keys for Buildings | <i>Mark Bonner</i> |
| LPAC | <i>Campus Principals /Ashley Rambin/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>Phil Worsham</i> |
| Mentors for Teachers | <i>Campus Principals</i> |
| Migrant Program | <i>Ashley Rambin& Principals</i> |
| New Facilities: Planning and Constructions | <i>Phil Worsham & Mark Bonner</i> |
| News Release - provided by staff | <i>Campuses Draft then Jennifer McCann</i> |
| Non-Violent Crisis Intervention (CPI) | <i>Bert Coan</i> |
| Nurse | <i>Campus Principals / Phil Worsham</i> |
| Occupational Therapy | <i>Kathy Carrington</i> |
| Out of State Teachers/Certificates | <i>Donna Vergo</i> |
| Overnight and Out-of-State Trip Approvals | <i>Phil Worsham</i> |
| Payroll Salaries: Scales, Service, TRS, Retirements/Terminations | <i>Joel Bumback</i> |
| Payroll Processing, Budgeting, Reporting | <i>Joel Bumback</i> |
| Payroll Deductions: Annuities, Child Support, Professional Dues, Taxes, etc | <i>Donna Vergo</i> |
| Payroll Transactions: Changes, Extra-Duty, Supplemental, Hourly/Overtime, Leave | <i>Donna Vergo</i> |
| Payroll Deductions: Insurance | <i>Donna Vergo</i> |
| Payroll Management: Scales, Budgeting, 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>Phil Worsham</i> |
| Property & Casualty Insurance | <i>Joel Bumback</i> |
| Professional Development - Prior Approval/Approval of Hours | <i>Campus Principals</i> |
| Professional Travel | <i>Phil Worsham</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, Phil Worsham</i> |
| Purchasing--Publications, Procurement & Compliance | <i>Joel Bumback</i> |
| Purchasing - Vendors | <i>Jennifer McCann</i> |
| Records (District, Storage) | <i>Phil Worsham & Joel Bumback</i> |
| Recruitment & Job Postings | <i>Donna Vergo</i> |

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