

ADMINISTRATIVE DEPARTMENTS DIRECTORY

Main Switchboard: 713-556-6000

ACADEMIC SERVICES (Level 3 Southeast)

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ACADEMIC SUPPORT SERVICES (Level 3 Southwest)

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ACCOUNTING (Level 3 Northeast)

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ACCOUNTS PAYABLE (Level 3 Northeast)

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ADMINISTRATIVE SERVICES (Level 1 East)

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ADVANCED ACADEMICS (Level 2 East)

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AFFIRMATIVE ACTION (See Business Assistance)

AFTER-SCHOOL PROGRAMS (See School Operations)

ALTERNATIVE CERTIFICATION (300 W. 17th, 77008, Rt. 6)

TBA, Director 713-802-6850..... TBA

ALTERNATIVE AND CHARTER SCHOOLS (3200 Rosedale, 77004, Rt.11)

Deborah Singleton, Regional Superintendent 713-807-5181..... dsingle1@houstonisd.org

ASSESSMENT (See Student Assessment)

ASSOCIATE (SUBSTITUTE) TEACHERS (See Human Resources)

ATHLETICS (See School Athletics and Activities)

ATTENDANCE BOUNDARIES AND TRANSFERS (Level 1 Southeast)

ATTORNEY (See Legal Services)

AUDITING (See Office of Inspector General)

BENEFITS AND RISK MANAGEMENT (Level 1 Northwest)

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BILINGUAL EDUCATION (See Multilingual Programs)

BOARD SERVICES (Level 1 Center)

Suzanne Harrison, Manager 713-556-6121..... sharri12@houstonisd.org

BOND CONSTRUCTION/RENOVATION PROGRAM (See Construction and Facility Services)

BUDGETING AND FINANCIAL PLANNING (Level 3 Northeast)

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BUILDING RENTALS (See Accounting)

BUILDING SERVICES (See Business Operations)

BUSES (See Transportation Services)

BUSINESS ASSISTANCE (Level 1 Southeast)

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BUSINESS OPERATIONS (Level 3 Southeast)

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CAREER AND TECHNICAL EDUCATION (Level 2 Northwest)

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CENTRAL DISTRIBUTION CENTER WAREHOUSE (See Warehouse Operations)

CERTIFICATION (Level 1 West) 713-556-7300..... hanswerline@houstonisd.org

CHANCERY/STUDENT INFORMATION SYSTEMS (See Enterprise Resource Planning)

CHARACTER EDUCATION (Level 2 Center)

Karen Washington, Manager 713-556-7180..... kwashin2@houstonisd.org

CHARTER CONTRACTS (See Charter & Safe School Initiatives)

CHARTER & SAFE SCHOOL INITIATIVES (3501 Southmore, 77004, Rt. 11)

Luis Gavito, Director..... 713-807-5158..... lgavito@houstonisd.org

CHIEF OF STAFF (Level 3 Southeast)

Michele Pola, Chief of Staff 713-556-6011..... mpola@houstonisd.org

CHILD STUDY (1615 Rutland, 77008, Rt. 6)

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CLEAR ONLINE (See Curriculum, Instruction, and Assessment)

COMMUNICATIONS AND PUBLICATIONS (Level 2 East)

Lee Vela, Assistant Superintendent 713-556-6393..... wvela@houstonisd.org

COMMUNICATION SERVICES (Level 3 Northwest)

Kerry Reynolds, Manager 713-556-6130..... kreynol1@houstonisd.org

COMMUNITY ENGAGEMENT (Level 1 Southeast)

Lucy Bremond, Director 713-556-7200..... lbremond@houstonisd.org

COMMUNITY PARTNERSHIPS (See Community Engagement)

COMMUNITY RELATIONS (See Community Engagement)

COMMUNITY SERVICES (Level 2 Southeast)

Marilyn Weakley, Interim Principal 713-556-7025..... mweakley@houstonisd.org

COMPENSATION AND RECORDS (Level 1 Northwest)

COMPUTERS (See Technology and Information Systems)

CONSTRUCTION AND FACILITY SERVICES (formerly Milam E.S., 1100 Roy, 77007, Rt. 5)

Willie Burroughs, General Manager 713-426-8320..... wburroug@houstonisd.org

CONTROLLER'S OFFICE (Level 3 Northeast)

Kenneth Huewitt, Controller 713-556-6400..... khuewitt@houstonisd.org

COPY CENTER (See Printing Services)

COUNSELING AND GUIDANCE (Level 3 Southwest)

ELEMENTARY—Connie Thompson, Manager..... 713-556-7019..... cthomp@houstonisd.org

SECONDARY—Gracy Montemayor-Cantú, Manager 713-556-7240..... gmonte@houstonisd.org

CROSSING GUARDS (See Police Department)

CURRICULUM, INSTRUCTION, AND ASSESSMENT (Level 2 Southwest)

ELEMENTARY—Tracy Weeden, Assistant Superintendent 713-556-6820..... tweeden@houstonisd.org
SECONDARY—TBA, Assistant Superintendent 713-556-7190..... [TBA](#)

CUSTODIAL OPERATIONS (See School Maintenance and Operations)

CUSTOMER SERVICE (Level 1 West)

ACCOUNTS PAYABLE 713-556-6494..... hanswerline@houstonisd.org
BENEFITS 877-780-4473..... benefits@houstonisd.org
HUMAN RESOURCES 713-892-7378..... hanswerline@houstonisd.org
PAYROLL 713-892-7378..... hanswerline@houstonisd.org

DATA QUALITY (See Federal and State Compliance)

DEMOGRAPHICS (See Attendance Boundaries and Transfers)

DESIGN DEPARTMENT (Level 1 East)

Michael McClay, Manager, Graphic Design Services 713-556-6041..... mmccloy@houstonisd.org

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAMS (See Charter & Safe School Initiatives)

DISCOUNT BOOKLET (See Benefits/Employee Support Services)

DISTRICT POST OFFICE (Level 1 East)

Dolores Gonzales, Manager 713-556-6041..... dgonzale@houstonisd.org

DOCUMENT IMAGING SERVICES (See Records Management)

DRUG-FREE SCHOOLS AND COMMUNITIES (See Safe and Drug Free Schools)

DRUG TESTING (See Benefits and Risk Management/Drug-Free Workplace)

EARLY CHILDHOOD EDUCATION (Level 2 Southwest)

Mary Jane Gómez, Manager 713-556-6823..... mgomez@houstonisd.org

ELECTRICAL SERVICES (See Facility Services and Contract Administration)

EMPLOYEE ASSESSMENT / APPRAISAL (See Professional Standards and Employee Assessment)

EMPLOYEE ASSISTANCE PROGRAM (See Benefits and Risk Management)

EMPLOYEE BENEFITS (See Benefits)

EMPLOYMENT VERIFICATION (Level 1 West)

SOCIAL-SERVICE AGENCIES 713-556-7354..... hanswerline@houstonisd.org
THE WORK NUMBER (Employer Code #11516) 800-367-5690..... hanswerline@houstonisd.org

ENERGY CONSERVATION (See Facility Services and Contract Administration)

ENGLISH AS A SECOND LANGUAGE (ESL) (See Multilingual Programs)

ENTERPRISE RESOURCE PLANNING (Level 3 West)

TBA, General Manager 713-556-6605..... TBA

EQUAL EMPLOYMENT OPPORTUNITY (Level 1 Northwest)

Josephine Morgan, Manager 713-556-7313..... jmorgan2@houstonisd.org

E-TRAIN (See Professional Development)

EVALUATION (See Research and Accountability)

EXPULSIONS (See Charter Safe School Initiatives)

EXTERNAL FUNDING (Level 2 East)

Pamela Evans, Director 713-556-6928..... pevans@houstonisd.org

FACILITY SERVICES (228 McCarty, 77029, Rt. 10)

Travis Stanford, Interim General Manager 713-676-9278..... tstanfor@houstonisd.org

FEDERAL AND STATE COMPLIANCE (Level 1 Southeast/2 Northwest)

DATA QUALITY—Gilbert De Anda, Director (2NW) 713-556-6753..... gdeanda@houstonisd.org

POLICY COORDINATION—Georgia McGlasson, Director (1SE) 713-556-6731; gmcgla@houstonisd.org

FINANCE (Level 3 Southeast)

Melinda Garrett, Chief Financial Officer 713-556-6600..... mgarrett@houstonisd.org

FINANCE, BUSINESS, REAL ESTATE AND TAX ATTORNEY (Level 3 Northeast)

Donald R. Boehm, Finance and Business Attorney 713-556-6666..... dboehm@houstonisd.org

FINE ARTS (Level 2 Southwest)

ELEMENTARY—Walter Smith, Manager 713-556-6823..... wsmith3@houstonisd.org

SECONDARY—Vivian Fridley-Hereford, Manager 713-556-6823..... vfridley@houstonisd.org

FMO (See Facility Services)

FOOD SERVICES (6801 Bennington, 77028)

Dave Richardson, Executive General Manager, ARAMARK..... 713-491-5700..... dricha@houstonisd.org

FOREIGN LANGUAGES (See Curriculum, Instruction, and Assessment)

**FREE-AND REDUCED-PRICED LUNCH—APPLICATIONS, APPROVAL
(See Food Services—Student Eligibility and Approval)**

FURNITURE SERVICES (See Warehouse Operations)

GIFTED/TALENTED (See Advanced Academics)

GOVERNMENT RELATIONS (Level 3 Southeast)

Rebecca Flores, Director 713-556-7200..... rflores@houstonisd.org

GRAPHIC SERVICES (See Design Department)

GRANT DEVELOPMENT (Level 2 Northwest)

Annetra Piper, Manager 713-556-6785..... apiper@houstonisd.org

GROUNDS (See Facility Services)

HAZARDOUS MATERIALS (See Facility Services, Environmental and Contract Services)

HEALTH AND MEDICAL SERVICES (3501 Southmore, 77074, Rt. 11)

Evelyn Henry, Director 713-942-1951..... ehenry@houstonisd.org

HEALTH AND PHYSICAL EDUCATION (Level 2 Southwest)

ELEMENTARY—Jose Santiago, Manager 713-556-6823..... jsantia1@houstonisd.org

SECONDARY—Rose Haggerty, Manager 713-556-6823..... rhaggerty@houstonisd.org

HISD FOUNDATION (Level 1 Southeast)

TBA, President..... 713-556-7200..... TBA

HISD NEWS TODAY (Daily Television News Program) (Level 1 Northwest)

Bill Kuhlman, Manager Multimedia 713-556-6066..... bkuhlman@houstonisd.org

HOLLINGSWORTH SCIENCE CENTER (13250 Summit Ridge, 77085, Rt. 9)

Denise Johnson, Manager 713-726-2111..... djohns05@houstonisd.org

HUMAN RESOURCES (Level 1 Southwest)

Ann Best, Deputy Superintendent of Human Talent (1NW) 713-556-7353.....abest@houstonisd.org

IMPACT II (See Professional Development Services)

INACTIVE STUDENT RECORDS (See Federal and State Compliance)

INFORMATION CENTER (Level 1 West)

Lisa Bunse, Manager 713-556-6005.....lbunse@houstonisd.org

INSTRUCTIONAL MEDIA SERVICES (Level 1 Northwest)

Jim Landureth, Manager 713-556-6066.....jlandu@houstonisd.org

INSPECTOR GENERAL (Level 2 Northeast)

Robert Moore, Inspector General..... 713-556-6325.....rmoore2@houstonisd.org

INSTRUCTIONAL TECHNOLOGY (See Curriculum, Instruction, and Assessment)

JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) (228 McCarty Room 103, 77029, Rt. 7)

Cornell T. McGhee, Director 713-676-9740.....cmcghee@houstonisd.org

LEGAL SERVICES (Level 3 East)

Elneita Hutchins-Taylor, General Counsel 713-556-7245.....ehutchi1@houstonisd.org

LIBRARY SERVICES (5216 Feagan, 77007, Rt. 6)

Jim Hundemer, Manager..... 713-861-1204.....jhundem1@houstonisd.org

LIVING RESOURCE CENTER (See Hollingsworth Science Center)

MAGNET PROGRAMS (Level 2 Southwest)

Dottie Bonner, Manager 713-556-6947.....dbonner@houstonisd.org

MAIL CENTER (See District Post Office)

MAINTENANCE AND OPERATIONS SERVICES (See Facility Services)

MARKETING AND BUSINESS DEVELOPMENT DEPARTMENT (Level 1 West)

Leonard Sturm, Consultant 713-556-6675.....lsturm@houstonisd.org

MATERIALS MANAGEMENT (Level 2 Northeast)

Stephen M. Pottinger, General Manager..... 713-556-6515.....spotting@houstonisd.org

MATHEMATICS (Level 2 Southwest)

ELEMENTARY—Lance Menster, Manager 713-556-6823.....lmenster@houstonisd.org

SECONDARY—Monica Kendall, Manager 713-556-6823.....mkendall@houstonisd.org

MEDIA CENTER (3901 Telephone, 77023, Rt. 10)

Denece Leaser, Director 713-845-7478.....dleaser@houstonisd.org

MEDIA RELATIONS (Level 2 East)

Norm Uhl, Manager 713-556-6393.....nuhl@houstonisd.org

MEDIA SERVICES TELEVISION (See Television)

MEDICAID FINANCE AND CONSULTING SERVICES (1100 Roy, 77007, Rt. 5)

Michael González, Director 713-803-6007.....mgonzal4@houstonisd.org

MEDICAL SERVICES (See Health and Medical Services)

MICROGRAPHICS (See Records Management)

MOTOR POOLS (See Transportation Services)

MULTILINGUAL PROGRAMS (Level 2 Southwest)

Irma Rohatgi, Director 713-556-6961.....irohatgi@houstonisd.org

NEW BUSINESS DEVELOPMENT & FLEET COPIER MANAGEMENT (ADMINISTRATIVE SERVICES) (Level 1 East)
TBA, Business Supervisor 713-556-6031..... TBA

NURSES (See Health and Medical Services)

OUTDOOR PROGRAMS (See Magnet Programs)

PARENT CENTER (See School Support Services)

PARENT ENGAGEMENT (Level 1 Southeast)
Karen Cotton, Director 713-556-7200..... kcotton2@houstonisd.org

PARENTAL ASSISTANCE (See School Support Services)

PARTNERSHIPS (See Community Engagement)

PASS (See Curriculum, Instruction, and Assessment/CLEAR Online)

PAYROLL OPERATIONS (Level 1 Northwest)
Mary Perosa, Manager..... 713-556-6440..... mperosa@houstonisd.org

PEOPLESOFT PROJECT (See Enterprise Resource Planning)

PERFORMANCE MANAGEMENT (Level 3 Southeast)
Glenda “Tracy” Dennis, General Manager 713-556-7636..... Gdennis2@houstonisd.org

PLAYGROUNDS (See Facility Services, Environmental and Contract Administration)

POLICE DEPARTMENT (3500 Tampa, 77021, Rt. 2)
Jimmie L. Dotson, Chief of Police 713-842-3715..... jdotson1@houstonisd.org

POLICY ADMINISTRATION (Level 1 West)
Susan Kaler, Director 713-556-6017..... skaler@houstonisd.org

PORTAL SERVICES (See Communication Services)

PRESS OFFICE (See Media Relations)

PRINTING SERVICES (Level 1 East)
PRINT SERVICE CENTER—Dolores Gonzales, Manager 713-556-6041..... dgonzale@houstonisd.org

PROCUREMENT SERVICES (Level 2 Northeast)
Stephen M. Pottinger, General Manager..... 713-556-6515..... spotting@houstonisd.org

PROFESSIONAL DEVELOPMENT SERVICES (Level 2 Center)
Sharon Koonce, Assistant Superintendent..... 713-556-7102..... skoonce@houstonisd.org

PROFESSIONAL LIBRARY (See Library Services)

PROFESSIONAL STANDARDS AND EMPLOYEE ASSESSMENT (Level 1 West)
Felecia German, Manager 713-556-7333..... fgerman@houstonisd.org

PROPERTY MANAGEMENT (See Controller’s Office)

PSYCHOLOGICAL SERVICES (1615 Rutland, 77008, Rt. 6)
Patricia Weger, Ph.D., Manager..... 713-426-8300..... pweger@houstonisd.org

PUBLIC INFORMATION OFFICE (See Records Management)

PURCHASING (See Materials Management)

RADIO COMMUNICATIONS (See Facility Services)

READING/ENGLISH AND SPANISH LANGUAGE ARTS (Level 2 Southwest)
ELEMENTARY—Lauren Nguyen, Manager..... 713-556-6823..... lnguyen@houstonisd.org
SECONDARY—Keith Yost, Manager 713-556-6823..... kyost@houstonisd.org

RECORDS MANAGEMENT AND DOCUMENT IMAGING SERVICES (Level 1 East)
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RESEARCH AND ACCOUNTABILITY (Level 2 Northwest)
Carla Stevens, Assistant Superintendent..... 713-556-6700..... cstevens@houstonisd.org

RETIREMENT/DRUG TESTING/DISCOUNT BOOKLET (See Benefits and Risk Management)

RISK MANAGEMENT (2815 Campbell St., 77026, Rt. 5)
Kermit Falgout, Senior Manager 713-220-5092..... kfalgout@houstonisd.org

ROTC (See Junior Reserve Officers Training Corps)

ROUTING AND SCHEDULING (See Transportation Services)

SAFE AND DRUG-FREE SCHOOLS AND COMMUNITIES (Level 3 Southwest)
Peter John Messiah, Manager 713-556-7020..... pmessiah@houstonisd.org

SALARY (See Compensation and Records)

SAP PROJECT (See Enterprise Resource Planning)

SCHOOL ATHLETICS AND ACTIVITIES (Level 3 Southwest)
Daryl Wade, Athletics Director 713-556-6913..... dwade3@houstonisd.org

SCHOOL BUSINESS MANAGER PROGRAM (See Business Operations)

SCHOOL OPERATIONS (See Co-curricular Activities)

SCHOOL SUPPORT SERVICES (Level 3 Southwest)
Martha Salazar-Zamora, Assistant Superintendent..... 713-556-6800..... msalaz17@houstonisd.org

SCHOOLS FOR A NEW SOCIETY (See Academic Services)

SCIENCE (Level 2 Southwest)
ELEMENTARY—Sandy Antalis, Manager 713-556-6823..... santalis@houstonisd.org
SECONDARY—Tisha Sinnette, Manager..... 713-556-6823..... tsinnette@houstonisd.org

SCIENCE LEARNING AND LEADERSHIP COLLABORATIVE/SCIENCE MATERIALS (2700 Berkley, 77012, Rt. 4)
Teresa Phillips, Team Leader 713-847-4859..... tphillip@houstonisd.org

SECTION 504 (See Child Study)

SOCIAL STUDIES (Level 2 Southwest)
ELEMENTARY—Michael Dorsey, Manager 713-556-6823..... mdorsey@houstonisd.org
SECONDARY—Angela Miller, Manager..... 713-556-6823..... amiller2@houstonisd.org

SPECIAL EDUCATION SERVICES (Level 2 Southeast)
Carolyn Guess, Assistant Superintendent..... 713-556-7025..... cguess@houstonisd.org

SPECIAL POPULATIONS (Level 2 East)
Noelia Garza, Assistant Superintendent 713-556-6906..... ngarza@houstonisd.org

SPORTS (See School Athletics and Activities)

STAFF DEVELOPMENT (See Professional Development)

STATE COMPENSATORY EDUCATION (See External Funding)

STRATEGIC PARTNERSHIPS (Level 1 Southeast)
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STUDENT ASSESSMENT (5827 Chimney Rock, 77081, Rt. 1)
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STUDENT ENGAGEMENT AND COMPLETION (Level 3 Southwest)

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STUDENT INFORMATION SYSTEMS/CHANCERY (See Enterprise Resource Planning)

STUDENT RECORDS (See Attendance Boundaries and Transfers)

STUDENT SUPPORT SERVICES (See School Support Services)

STUDENT TESTING (See Student Assessment)

STUDENT TRANSFERS (Level 1 Southeast)

Raphael Reyes, Manager 713-556-6734..... rreyes@houstonisd.org

SUBSTITUTE TEACHERS (See Associate Teachers)

SUPERINTENDENT OF SCHOOLS (Level 3 Southeast)

Terry B. Grier, Superintendent of Schools713-556-6300HISDSuperintendent@houstonisd.org

SUPPORT MANAGEMENT AND CONTRACT ADMINISTRATION (228 McCarty, 77029, Rt. 10)

Travis Stanford, Director 713-676-9375..... tstanford@houstonisd.org

TAX COLLECTION (Harris County Tax Office—713-368-2000)

TECHNOLOGY AND INFORMATION SYSTEMS (Level 3 Northwest)

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TELEVISION (Level 1 Northwest)

Carlos Aguilar, Supervisor II 713-556-6066..... caguilar@houstonisd.org

TEXTBOOK OPERATIONS (228 McCarty, 77029, Rt. 10)

Nicole Ware-Smith, Textbook Operations Manager 713-676-9496..... nware@houstonisd.org

TITLE I and TITLE III (See External Funding)

TRANSCRIPTS (See Attendance Boundaries and Transfers)

TRANSLATION SERVICES (See Communication Services)

Salvatore Petrolito, Supervisor..... 713-556-6130..... spetrol@houstonisd.org

TRANSPORTATION SERVICES (6351 Pinemont Dr., 77092)

Bonnie Russell, Assistant Superintendent 713-613-3093..... brussel2@houstonisd.org

TREASURY (Level 3 Northeast)

Richard Fairman, Treasurer 713-556-6487..... rfairman@houstonisd.org

TWENTY-FIRST-CENTURY PROGRAM (See Academic Support Services/After-School Programs)

VIRTUAL SCHOOL (4141 Costa Rica, 77092, Rt. 6)

Mark Grubb, Manager 713-957-7715..... mgrubb@houstonisd.org

VOCATIONAL EDUCATION (See Career and Technical Education)

VOLUNTEERS IN PUBLIC SCHOOLS (See Parent Engagement)

WAREHOUSE OPERATIONS (228 McCarty, 77029, Rt. 10)

Willie Pavlas, Senior Manager 713-676-9410..... wpavlas@houstonisd.org

WORKERS' COMPENSATION (2814 Quitman St., 77026, Rt. 5)

Tom Dolan, Manager 713-226-4977..... tdolan@houstonisd.org