

Bay City ISD Administration Building

Who is your point of contact?

Administrative Office: 979-401-1005 Fax: 979-245-3175

<u>Elizabeth Rawlings Ext 1007</u> Federal Programs Administrator	<u>Keli Buzek Ext 1024</u> Human Resource & Benefit specialist	<u>La Wanda Hines Ext 1002</u> Human Resource Clerk
<ul style="list-style-type: none"> • Title Pre-Approval Forms • Title 1 Crate • ESL Certification Reimbursement • Federal Programs Travel Reimbursement • Federal Grant Applications & Reporting • Campus Title I Budgets • District Federally Funded Budgets • Staff development using Federal Funds • ESSA Budget Planning • Paraprofessional training • Parent Involvement Compliance 	<ul style="list-style-type: none"> • New Hires • Employee Benefits • SBEC Certification • Contracts • Personnel Records • Service Records • Payroll Benefit Deduction • Worker's Compensation • Employment Verification • Open Enrollment • Loan Forgiveness Forms • Name, Address, & Email Changes • Staff Unique ID Code 	<ul style="list-style-type: none"> • Job Posting • Criminal Background Checks & Fingerprinting • Medical Leave (FMLA/TDL) • Extended Leave/Sick Leave Pool • Substitutes • Employment Affidavit • Employee Exits • Student Teacher Agreements • Observation Requests • COVID-19- EPSL & ECL
<u>Carmen Andrews Ext 1013</u> Payroll Clerk	<u>Taylor Dwight Ext 1015</u> Payroll/Leave	<u>Nina Hernandez Ext 1005</u> Secretary to CFO/ Admin Receptionist
<ul style="list-style-type: none"> • Paycheck related questions & information • Direct deposit issues/information • W-2 issues/information • W-4 issues/information • TRS 7 forms • Timecard Questions & concerns 	<ul style="list-style-type: none"> • Leave information • Salary Related Questions • Stipend Questions • Careful Cash Drawing • Employee AESOP Account Questions 	<ul style="list-style-type: none"> • Employee Portal Access • Transcript Request • Rental of Facilities • School Board Election • Game officials/worker Questions
<u>Elsa Valadez Ext 1025</u> Accounts Payable Clerk/AESOP	<u>Vincent Gomez Ext 1017</u> Business Manager	<u>Anastacia Korenek Ext 1003</u> Accounts Payable
<ul style="list-style-type: none"> • Substitute AESOP account Questions • Substitute Pay Questions • AESOP Sub Training • Long-term sub letter information • Credit Card checkout • Receive completed purchase orders from Campuses • Help Campuses regarding open purchase orders 	<ul style="list-style-type: none"> • Budget Balances • Budget Amendments • Budgeting/Coding • Ascender Purchasing Requests • Void Payment • Locked out of Ascender Finance • Access to Ascender Accounts/New employees in Ascender Finance • Deposit Hotspot/Chromebook Funds • Expenditure Reporting/Draw Downs • Student Activity 	<ul style="list-style-type: none"> • Printing Checks • 1099's • New Vendor set up/finding vendors in TxEIS • Status of Purchase Orders • Void/Cancel Purchase Order or payment • Credit Card questions
<u>Lucy Lopez Ext 1006</u> Executive Admin. Assistant	<u>Laura Martinez Ext. 1016</u> District PEIMS Coordinator	<u>Daniell Miller Ext 1001</u> Admin. Assistant to Superintendent & BCISD School Board
<ul style="list-style-type: none"> • District Testing (STAAR/TELPAS) setting up specified staff in ETS or Pearson, training on sites • Textbook questions, purchasing and distribution • Some textbooks teacher access (call to determine which) • Staff Development (AP, GT, Dyslexia, CTE, Early College HS) • Budgets for Carl Perkins, Early Education, ECHS, Dyslexia, AVID, SCE • Student Homebound • Payroll (After School Tutoring, Saturday Academy, AVID Tutoring) • Summer Staff Development • Summer School 	<ul style="list-style-type: none"> • Student Information System Administrator (Ascender/TxEIS) • OnData Administrator • Third Party Vendor Data Uploads • Raptor Administrator • Access to TxEIS Accounts/New users in TxEIS Student • Student Unique ID Processing • PID Processing • Duplicate/Leavers Processing • TSDS Administrator • TReX Administrator • Ascender Teacher Portal/Parent Portal Administrator 	<ul style="list-style-type: none"> • Handle all calls for the Superintendent • Schedule all Meetings requested with the Superintendent • T-PESS • SBEC Reporting • Parent Complaints • Expulsions • Student/Employee Grievances • Keep Records of Bullying Reports sent to Superintendent's Office • School Board Questions • School Board Meetings and Agendas