



## FREDERICKSBURG ISD CHAIN OF COMMAND



Fredericksburg ISD values open and direct communication with parents. Parents are encouraged to address their questions or concerns to the person or office most directly involved in the matter's resolution. When subsequent conversation is required, the customary "chain of command" should be followed (e.g., teacher to principal to appropriate central office administrator to Board of Trustees). Those involved in addressing matters that are raised are committed to responding in an appropriate and timely manner. Although there may be specific matters which would be addressed in a manner other than is prescribed below, parental and community inquiries should generally be directed as follows:

- **A child's teacher should be the initial point of contact** when parents/guardians have a question or concern about specific issues such as student progress, grade level or subject area curriculum, classroom practices or expectations, the instructional program, student assessment, student discipline or other matters related to classroom activities or organization. Please look at campus links on website for teachers' web pages  
**Fredericksburg Primary School 997-7421**  
**Stonewall Elementary 990-4599**  
**Fredericksburg Elementary School 997-9595**  
**Fredericksburg Middle School 997-7657**  
**Fredericksburg High School 997-7551**  
**Gillespie County High School 990-4598**  
**Disciplinary Alternative Education Program (DAEP) 990-9181**
- **The school principal would be the appropriate person to contact initially** when a question or concern exists relative to school rules or regulations, student placement practices, student registration, parent participation and involvement, student records, special programs and related student services, building goals, other matters related to school-wide activities or organization or any building-specific issues.
- **A child's coach should be the initial point of contact** when parents/guardians have a question or concern about specific issues such as participation, team rules, schedule conflicts or other matters related directly to the sport or team.

If parents have athletic questions or concerns that cannot be answered by a coach, the campus **Athletic Coordinators,**

**FMS Boys (Bruce Stafford, Ext. 1346 997-7657)**

**FMS Girls (Jennifer McBee, 997-7567)**

**FHS Girls (Kristy Danz 997-7551)**

would be the next point of contact, followed by the

**Athletic Director (Lance Moffett, 997-6893).**

- **The Director of Transportation (Evelyn Peese, 997-7417)** should be contacted for questions about school bus routes, concerns, and transportation services.
- **The Director of School Nutrition (Joyce Fox, 997-8589)** should be contacted for any questions related to our school lunch program or other food service matters.

- **School Resource Officers, FHS ([Chris Ayala, 997-9551](#)) FMS ([Shane Purvis, 997-7657](#))** should be contacted to report any criminal activity on Fredericksburg ISD premises.
- **The Assistant Superintendent of Operations and Personnel ([Donnie Finn, 997-9551](#))** should be the initial point of contact with questions related to general operations, personnel matters, employment opportunities, buildings and grounds, and facility rentals.
- **The Assistant Superintendent of Business and Finance ([Deborah Ottmers, 997-9551](#))** should be the initial point of contact with questions related to District finances, school taxes, budget, banking, payroll, retirement and employee benefits, purchasing, travel, accounts payable and receivable, activity funds, audit, elections, records management, Public Education Information Management System, and other matters related to business.
- **The Assistant Superintendent of Curriculum and Instruction ([Dr. Delesa Styles, 997-9551](#))** should be contacted when parents have questions about instructional practices, curriculum, STAAR, TEKS, or district report card rating that cannot be resolved at the campus level.
- **The Director of Special Education ([Holly Cunningham, 990-4846](#))** should be contacted for questions pertaining to all special education programs (special education assessment and services).
- **The Director of Federal Programs ([Patricia Rivera, 997-9551](#))** should be contacted for questions pertaining to all special Federal programs (Bilingual/ESL, ELL, nurses and LVN's, Gifted/Talented, §504).
- **The Director of Technology ([Dr. Michelle Williams, 990-0289](#))** can respond to questions or inquiries related to the District's instructional technology program.
- **The Director of Community Education ([Rachel Malinak, 997-7182](#))** should be contacted with questions about any camps or classes that you or your children may be enrolled in or interested in taking. Camp/class information can be found at [www.fisd.org](http://www.fisd.org) under the Community Education tab.
- **The Office of the Superintendent ([Dr. Jeffrey Brasher, 997-9551](#))** should be contacted initially when questions or concerns exist relative to District policies or procedures and their application, general District questions or concerns, Board of Trustee meetings and agendas, or other matters related to District operations which are not identified within the general role descriptions delineated above.