Welcome to Hapeville Elementary!
Ms. Latimore
Book keeper

Please see her for:
• field trip information
• workman’s compensation
• depositing money
• copies
• fundraiser information.

Office to the left of the front office desk!
Ms. Fuentes
Data Clerk

Please see her for:
• FTE
• student placement
• master calendar
• auditorium reservations

Office in back of the front office to the right!
Ms. Vazquez
Front Desk

Please see her for:
• submitting announcements
• student transportation changes
• greeting parents and guests

You’ll find her at the front desk!
Ms. Rivera
Front Desk

Please see her for:
• student accidents
• she is the back up desk assistant

You can find her in the clinic office or at the front desk!
Ms. Valenzuela, Mr. Ruiz
Parent Liaisons

Please see them for:
• written translation
• interpretation in conferences
• Title 1 information
• ESOL information
• contacting business partners

You can find them near the art room to the back!
Ms. Thomas
Curriculum Support Teacher

She is the direct instructional contact, she is responsible for K and 2nd grades and TKES walk-throughs.

Office in the back of the front office on the left.
Ms. Broomfield
Curriculum Support Teachers

She is responsible for:
- 1st and 3rd grade instruction
- RTI and MTSS
- TKES walk-throughs

Her office is near the cafeteria and PK classrooms on the 1st floor
Ms. Stupfer
Instructional Support Teacher

She is responsible for:
• special education instruction and compliance
• professional development meetings on co-teaching, writing IEPs, and compliance

You can find her office across from the front office in the counseling suite!
Ms. Hartley
Assistant Principal

She is responsible for:
• testing
• student and teacher attendance
• discipline
• FTE
• direct contact for Special Ed., Specials, and 4th grade

Her office is in the back of the front office to the right!
Mr. Garrett
Principal

You can see him about:
• paperwork errors
• questions about budgets
• questions about community partners
He will answer all questions!

His office is in the front office on the left hand side!
Ms. Vicens-Garcia

Literacy Instructional Coach

She is responsible for:
• ELA data disaggregation
• PLC leads
• Units of Study Reading and Writing contact

You can find her across from the group room, near the auditorium on the second floor!
Mr. Evans
Math Instructional Coach

He is responsible for:
• math data disaggregation
• PLC leads
• providing students with math best practices.

You can find him across from the group room, near the auditorium on the second floor!
Ms. Flores-Publicover

Counselor

She is responsible for:
• PBIS
• individual, group, and classroom guidance
• Behavior RTI.

You can find her in the front hall near the auditorium!
Ms. Harris
School Social Worker

She is responsible for:
- student attendance
- parent needs
- student enrollment
- provides resources for parents.

Her office is in the counseling suite across the hall from the front office!
Ms. Gonzalez
School Psychologist

She tests children for initial placement in exceptional ed. and provides counseling to students in need

Her office is in the counseling suite!
Ms. Maura, Mr. David
School Custodians

They are responsible for delivering packages and keeping the school clean!
Ms. Valentine
Media & Educational Technology Instructor

She is responsible for:
• the school's instructional technology needs
• technology equipment
• student book checkout

You can find her in the media center!