

BISD Human Resources Staff

Stuart Dornburg – Executive Director of Human Resources

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- # Employment and Contracting
- # Benefit Programs
- # Salary Administration
- # FMLA
- # Job Descriptions
- # Employment Policies, Rules, and Regulations

Kathy Russell – Secretary to Executive Director of Human Resources

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- # Provide Secretarial Services for the Executive Director of Human Resources
- # Post Job Vacancies on the BISD Website
- # Process Paperwork for New Hires, Transfers, and Resignations
- # Develop and Distribute BISD Personnel Directory
- # Conduct Criminal Background Checks for New Hires and Volunteers
- # Maintain Record Retention for Human Resources

Cyndy Pullen - Coordinator of Human Resources

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- # Recruitment/Retention
- # Job Descriptions
- # Assist Campus/Department Administrators with Staffing
- # Certification Eligibility
- # Exit Interviews
- # Student Teachers/Interns
- # Project Teach
- # Online Application System Administration

Aide Boggs - NCLB Human Resource Administrator

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- # Recruitment/Retention
- # Verifies Highly Qualified Certification Eligibility
- # Administers Qualifying Test for Instructional Aides
- # Senate Bill 9 (Fingerprinting) Administration
- # I-9 Compliance
- # Assist Bilingual Applicants and Employees with Employment Related Questions
- # Administer Written Spanish Proficiency Test for Bilingual Teacher Applicants

Darla Baines - Specialist to Human Resources

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- # Salary Analysis and Notification
- # Service Records
- # Teachers Retirement
- # Workers Compensation and Unemployment Reporting
- # Verification of Employment
- # Leave of Absence
- # FMLA Compliance
- # Absence Balances

Tracy Perry – Benefits Specialist

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- # Insurance and Benefits
- # COBRA
- # Orientate New Employees to District Insurance Plans
- # Assist BISD Current and New Employees with Insurance
- # Employee Contracts
- # Employee Letters of Reasonable Assurance

Renee O'Pry - AESOP Administrator/Secretary to Human Resources

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- # AESOP Administration and Orientation
- # Employ Substitutes
- # Input Employee Time and Attendance to Payroll
- # Conduct Criminal Background Checks for all Substitutes
- # Assist with Senate Bill 9 (Fingerprinting) Administration
- # Assist with I-9 Compliance
- # Assist with Employee Badges

Naomi Martinez – Human Resources Receptionist/Secretary

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- # Facilitate New Employee Sessions
- # Review On-line Applications
- # Process Employee Badges
- # Conduct Criminal Background Checks for New Hires and Volunteers
- # Assist with AESOP administration