Lopez Middle School
Brunch and Learn
Parent Information Packet

23103 Hardy Oak Blvd.
San Antonio, Texas 78258
210-356-5000

Principal: Mr. Eric Wernli
Dear Parents,

Welcome to our 9th annual Brunch-and-Learn. The Lopez PTA designed this program to prepare you for your child’s next academic adventure. We have all been in your shoes and tried to assemble the information which was useful to us. You should leave today with the information needed to make this a smooth transition.

The faculty and PTA will help you every step of the way. If you would like to get involved with PTA, please let us know (attached is the 2016-2017 PTA board roster). Volunteering is one of the best ways to get acquainted with the school.

We know this is an exciting time for you and your student. Thank you for joining us today. Please remember to ask any and all questions and enjoy today’s session.

Warmly,

Katie Brown
Outgoing Lopez PTA, President

Robin Dale
Incoming Lopez PTA, President
president@lopezpta.org

Lopez Middle School
Brunch and Learn
Welcome – PTA President – Katie Brown & Principal Wernli

Introductions – Mr. Wernli

Information Question/Answer Session – Mrs. Jordan

Tour –

Dismiss
**LOPEZ MIDDLE SCHOOL – WHO TO KNOW**

“10-Years Strong”

**Wednesdays are Lopez Spirit Days** – Wear a Lopez shirt with any business-casual bottoms.

**Fridays are High School, College, or Military Days** – Wear a shirt from our feeder high school (Reagan), college or military institute with appropriate jeans.

**LOPEZ ADMINISTRATIVE TEAM**

*Eric Wernli – Principal*

*Carri Elliott, Assistant Principal (A-K)* – Handles everything an AP does AND Attendance, Duty, Field Trips, Fundraisers, Keys, Kronos, Master Calendar, Facility Usage, Master Schedule, Volunteers, Substitutes, United Way, Workers Comp, and SO MUCH MORE!

*Hector Perales, Assistant Principal (L-Z)* – Handles everything an AP does AND Bell Schedules, Custodians, Discipline Committee, Fire Drills, Insurance, Inventory, ISS, Lockers, Maintenance, Textbooks, Technology Committee, and SO MUCH MORE!

*Lynn Jordan, Academic Dean* – Point of Contact for Benchmarks/Assessments, Curriculum, Compass, ELL, Faculty Handbook, Lead Mentor for New Teachers, Professional Development, Student Teachers, Teacher Choice, and SO MUCH MORE!

**MAIN OFFICE STAFF**

*Principal’s Administrative Assistant – Jessica Gutierrez-Cano* - Schedules appointments for the principal, reserves the Principal’s Conference Room and Media Room for meetings, receives all paperwork for the principal’s signature, coordinates main office functions, PTA liaison, substitute coordinator, Kronos backup, coordinates the start-up and closing of school, publishes a weekly staff bulletin as well as a parent bulletin (SMORE) that is e-mailed and sent out via text on a weekly basis, handles incoming and outgoing Pony and U.S. mail, central point of contact for anyone at central office, and anything else to keep the school running.

*Bookkeeper – Stacy Mercado* - Maintains CAF/SAF accounts, handles all money – deposits and check requests - monitors the budget, inputs all purchase orders, receives all delivered items, orders supplies, makes travel arrangements, and much more.

*A.P. Administrative Assistant – Karina Galbo* - Monitors students as they come in and out of the office, assists with master calendar requests and after-hours events, helps the assistant principals with textbooks, lockers, school pictures, marquee, and maintenance/custodial requests, handles workers comp/injury reports, assists in monitoring student aides in the main office and keeps up with the AP’s.

*Attendance Clerk – Dana Waller* - Issues admission slips, monitors student aides in the attendance area, fields parent calls about absences, monitors the daily attendance, signs-in visitors via the Raptor system, coordinates deliveries and lunch drop-offs, and so much more! **PLEASE let her know if your class has moved locations so she can find you if needed.**
COUNSELING OFFICE

Kristen Latronico-Limon (Alpha L - Z and Lead Counselor)

Melissa Rangel (Alpha A - K and Campus Testing Coordinator)

Counseling Secretary – Katie Taylor - Handles records requests, registrations, can provide assistance with getting in touch with the counselors, and SO MUCH MORE.

Data Processor – Cindy Rowland - Will help with anything about student data, progress reports, GTCH, and other mainframe information on our students.

LIBRARY

Librarian – Roxanne Jenke - Great resource for all things to do with the Library, research, and maintains the Library calendar.

LOPEZ CLINIC

Nurse – Kathy Rackley - Dispenses all medications, checks boo-boos, promotes healthy environment for students and faculty. When sending a student to the clinic, always send them with a nurse referral form. ALWAYS send a child to the clinic if the child says s/he has been hurt.

Clinic Assistant – Tina Gutierrez - Assists the nurse with students who are ill/injured.

SPECIAL EDUCATION

Special Education Coordinator – Beth Icke - Will help you with anything you want to know about your special needs students.

LSSP (School Psychologist) – Debbie Hildebrandt – x.65041 and Room C202

Speech Pathologist – Rebecca “Becky” Calhoun - x.65041 and Room C202

OTHER IMPORTANT INFORMATION

ISS Monitor – Margi Fisher - Housed in B206 - Monitors students who are in ISS, collects assignment from teachers and makes sure students have all assignments needed for each class, tracks student progress as they are in ISS to ensure their day(s) is successful, and other duties dealing with ISS as assigned. Point of contact for Student ID’s. Mrs. Fisher also works in the Library when there are no students in ISS.

Campus Webmaster – Melissa Volz

Campus Technology Coordinator – James Lewey - He is our CTC liaison and is in charge of the Lopez yearbook.

Head and Asst. Custodian – Lola Santana (evenings) and Rafael Perez (days) - Helps keep our school clean and ready for you and your students. They also input mainframe work orders for custodial issues. Please let Mrs. Galbo know if you have an emergency issue with your room. If you have a need or want – like furniture moves, rearrangements, etc. - please submit a custodian work order form to Mr. Perales.

District Specialists

KIN Coordinator – Jennifer Wiedenhoefer (located in the 8th grade CLC after school only).
Resources

Laminating is done in the Autistic Unit. Just leave your items in Ms. Kemper’s box and she can get it done for you.

Copying - We have PTA volunteers who are here daily to run off your copy jobs. COPY FORMS ARE AVAILABLE NEXT TO THE COPY BOXES IN THE WORKROOM. THESE NEED TO BE FILLED OUT FOR PTA TO COPY WORK FOR YOU. Please allow ample amount of time for them to copy your items. Please do not send work up to the main office for them to copy. Their time is valuable as well.

Scantron machines are in the workroom. Your department head has your scantron sheets if you need them.

CAFETERIA

CAFETERIA Manager - Daisy Galdamez - She is the person to go to for any questions about school nutrition services. Adult & Guest Meals are $2.10 for breakfast and $3.25 for lunch. Breakfast is served from 7:45 – 8:15 a.m. There is also a mobile breakfast cart in the hallway between the foyer and cafeteria. Student meals are $1.00 for breakfast and $2.50 for lunch. Please make sure you have cash, check, or money in your account. You can upload money via MySchoolBucks.com. NO CHARGES ARE ALLOWED FOR STAFF or STUDENTS!
Lopez Middle School
Clubs and Organizations 2017-18

Clubs
A club is a group of students with a designated purpose who are not specifically regulated by a department. Because the management of the club is intended to be a student learning experience, the day-to-day functions of the club are carried out by student members, although clubs must have an advisor. The advisor may or may not have an affiliation with the group. In addition, all clubs must submit to the Academic Dean a membership list, registration form, constitution, and advisor contract in order to be recognized by their particular institution or chapter. Clubs must register on an annual basis and abide by the policies of the institution or chapter.

Organizations
An organization is a group that is closely tied to a department on campus, and therefore has the oversight of that department. The department member’s function is to advise this group. Frequently, some funding from the department goes towards the group, although it is not always the case. An organization does not have to go through the club recognition process, nor are they required to have a constitution. Organizations are asked to submit a list of members, an advisor contract and a constitution (if one exists) to the Academic Dean each academic year for the purpose of record keeping.

Club/Organization and Sponsor

<table>
<thead>
<tr>
<th>Club/Organization</th>
<th>Sponsor</th>
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<tbody>
<tr>
<td>Academic UIL</td>
<td>Mrs. Gonzales (<a href="mailto:lgonza4@neisd.net">lgonza4@neisd.net</a>)</td>
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<tr>
<td>Anime</td>
<td>Mr. Everidge (<a href="mailto:deveri@neisd.net">deveri@neisd.net</a>)</td>
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<tr>
<td>Binder Rehab</td>
<td>Mrs. Davidson (j <a href="mailto:david1@neisd.net">david1@neisd.net</a>)</td>
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<tr>
<td>Book Club</td>
<td>Mrs. Jenke (<a href="mailto:rjenke@neisd.net">rjenke@neisd.net</a>)</td>
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<tr>
<td>By Words Connected</td>
<td>Mr. Lewey (<a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
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<tr>
<td>CyberPatriot</td>
<td>Mr. Lewey (<a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
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<tr>
<td>Dr. Who Club</td>
<td>Ms. Harrison (<a href="mailto:jharri3@neisd.net">jharri3@neisd.net</a>)</td>
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<tr>
<td>Fashion Club</td>
<td>Ms. Preiss (<a href="mailto:cpreiss@neisd.net">cpreiss@neisd.net</a>)</td>
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<tr>
<td>FCCLA (Family, Career and Community Leaders of America)</td>
<td>Ms. Preiss (<a href="mailto:cpreiss@neisd.net">cpreiss@neisd.net</a>)</td>
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<td>FCA (Fellowship of Christian Athletes)</td>
<td>Mr. Barbosa</td>
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<td>FIRST LEGO League</td>
<td>Mr. Lewey (<a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
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<tr>
<td>FIRST Tech Challenge</td>
<td>Mr. Lewey (<a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
</tr>
<tr>
<td>Intramural Sports</td>
<td>Mr. Baker (<a href="mailto:rbaker2@neisd.net">rbaker2@neisd.net</a>)</td>
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<tr>
<td>Library Leads</td>
<td>Mrs. Jenke (<a href="mailto:rjenke@neisd.net">rjenke@neisd.net</a>)</td>
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<tr>
<td>Leader in Me/Lighthouse</td>
<td>Mrs. Jenke (<a href="mailto:rjenke@neisd.net">rjenke@neisd.net</a>)</td>
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<tr>
<td>LEGO League</td>
<td>Mr. Lewey (<a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
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<tr>
<td>Math Counts</td>
<td>Ms. Bustos (<a href="mailto:ebusto@neisd.net">ebusto@neisd.net</a>)</td>
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<tr>
<td>Minecraft Organization</td>
<td>Mr. Lewey (<a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
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<tr>
<td>Cultural Exchange Club</td>
<td>Mr. Rodriguez &amp; Mr. Guerra</td>
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<tr>
<td>National Junior Art Honor Society</td>
<td>Ms. Volz</td>
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<tr>
<td>National Junior Honor Society</td>
<td>Ms. Carsten/Ms.</td>
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<tr>
<td>Science Club</td>
<td>Ms. Maxwell</td>
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<tr>
<td>Social Network</td>
<td>Mr. O’Donnell</td>
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<tr>
<td>Spanish Club</td>
<td>Mrs. Caron (<a href="mailto:orodri@neisd.net">orodri@neisd.net</a>)</td>
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<tr>
<td>Spelling Bee/Creative Writing</td>
<td>TBD</td>
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<tr>
<td>Spirit Organization</td>
<td>Mrs. Striffner</td>
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<td>Student Council</td>
<td>Mrs. Striffler (<a href="mailto:mstriff@neisd.net">mstriff@neisd.net</a>)</td>
</tr>
<tr>
<td>TSA (Tech Student Association)</td>
<td>Mr. Felty/Mr. Lewey (<a href="mailto:jfelty@neisd.net">jfelty@neisd.net</a> / <a href="mailto:jlewey@neisd.net">jlewey@neisd.net</a>)</td>
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KEEPING UP WITH SCHOOL HAPPENINGS

The Panther Post is sent out every Saturday. It has a letter from Mr. Wernli and the week’s happenings.

School Website
http://www.neisd.net/lopez/

Lopez Clubs and Organizations
http://lopezclubs.weebly.com/

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KEEPING UP WITH PTA HAPPENINGS

PTA Website
http://lopezpta.org/

Like our PTA Facebook page:
Jose Lopez Middle School PTA