



The “Who Should I Contact About...” Guide

(last updated 12 Aug 2022)

SCHOOL WORK; YOUR CHILD’S PERFORMANCE AND DEVELOPMENT; ANYTHING SCHOOL-RELATED FROM THE CLASSROOM TO THE PLAYGROUND

Your first step should be to speak with your student’s teacher. They will provide you with their contact information early in the school year. Alternatively, you may contact the Front Desk at 512.351.3403 or info@istexas.org to get their contact information.

If you are unable to get what you need from the teacher, you may contact your student’s respective Deputy Head:

- ⇒ For PYP (Junior PreK to Grade 4): Ms. Ashley Swindle (a.swindle@istexas.org)
- ⇒ For MYP (Grades 5 – 8): Ms. Lyn Osburne (l.osburne@istexas.org)

If you are unable to reach a resolution after speaking with Ms. Swindle or Ms. Osburne, then you may schedule time to speak with Mr. Tim Reilly (t.reilly@istexas.org).

BALANCED EATING PROGRAM

For questions relating to enrollment or logistics please contact IST’s balanced eating program coordinator Ms. Laura Woolsey (l.woolsey@istexas.org).

For questions relating to the lunches themselves such as dietary restrictions, preferences, quality concerns, menu choices, issues with the ordering website, please contact our partner Crave-It at billing@craveitnutrition.com. Our designated point of contact at Crave-It is Mr. Jackson Belcher.

REPORTING TARDIES OR ABSENCES

Please email the front desk mailbox (info@istexas.org) or call 512.351.3403.

MEDICAL CONCERNS @ SCHOOL / MEDICAL RECORDS / COVID-19

Please contact Ms. Bethany Reed (b.reed@istexas.org or nurse@istexas.org or 512.351.3403), IST’s School Nurse, for any school-related medical concerns.

AFTER SCHOOL CLUBS OR BEFORE SCHOOL CLUBS AND EXTRACURRICULARS

Please contact Ms. Maddie Bates (m.bates@istexas.org).

PIKMYKID / AFTERNOON PICKUP / MORNING DROP-OFF

Please contact Ms. Laura Woolsey for Hudson Bend-related inquiries (l.woolsey@istexas.org).

Please contact Ms. Maddie Bates (m.bates@istexas.org) for Bee Cave-related inquiries.

Please contact Ms. Maddie Bates (m.bates@istexas.org) for PIKMYKID-related inquiries.

UNIFORMS

Please contact Ms. Charissa Bates (c.bates@istexas.org).

TRAILBLAZER PARENT LEAGUE / HOW TO VOLUNTEER

Please contact parent volunteers Ms. Michelle Waterbury for PYP TPL (PYP.TPL@istexas.org) and Ms. Jen Cohen for MYP TPL (MYP.TPL@istexas.org).

ENROLLMENT / TRANSCRIPTS / REFERRALS

Please contact Ms. Charissa Bates (c.bates@istexas.org).

TUITION OR FEE PAYMENTS OR ANYTHING FINANCIALLY-RELATED

Please contact Ms. Brandy Hoopaugh (b.hoopaugh@istexas.org).

DONATIONS / FUNDRAISING

Please contact Ms. Brandy Hoopaugh (b.hoopaugh@istexas.org) or Mr. Tim Reilly (t.reilly@istexas.org).

ANYTHING ELSE?

Please email the front desk mailbox info@istexas.org or call 512.351.3403.