

**ANNUAL ENROLLMENT - MANDATORY YEAR
SEPT 12, 2024 THRU SEPT 30, 2024**

CAMPUS (includes Custodial & Child Nutrition)	Contact Information	Enroll @ Campus (see dates below)	Enroll @ Campus (see times below)	LOCATION
Willis High School - Main Campus	Kimberly Barker (Eric King) 936-890-1314	09/16/24 & 09/17/24	7:00-3:30	LIBRARY
Parmley Elementary & Annex Custodial & WKRC Office Staff	Mary Gregory (Allie Wilkins) 936-856-1232	09/18/24	7:30-4:00	MATH LAB
Stubblefield	Rachel Tedder (Tanya Maddin) 936-856-1302	09/19/24	8:00-11:00	CONFERENCE ROOM
Transportation	Chantel Simmons (Frank Gonzalez) 936-856-1350	09/19/24	9:00-1:00	DRIVERS LOUNGE
Roark Early Education Center	Ana Bruce (Calandra Lewis) 936-890-7245	09/19/24	1:30-4:00	ROOM 119
Maintenance	Shelby Nichols (Tyler Rhoden) 936-856-1218	09/19/24	1:30-3:30	LOUNGE
Meador Elementary	Michelle Hernandez (Tamara Good) 936-890-7541	09/19/24	7:45-4:15	LIBRARY
Lagway Elementary	Amanda Hudson (Kameron Wilder) 936-228-7716	09/20/24	7:45-4:15	UPSTAIRS CONFERENCE ROOM
Willis High School - CTE Building	Jessica Muniz (Tanis Price) 936-890-7411	09/23/24	7:00-3:30	CTE - LGI
Hardy Elementary	Charity Cornell (Susan Fossler) 936-856-1244	09/24/24	7:45-4:15	CONFERENCE ROOM
Brabham Middle School & Child Nutrition Office Staff	Marsha Alley (Anthony Roberts) 936-890-2781	09/25/24	7:00-3:30	LIBRARY
Lynn Lucas Middle School	Zhane' Dilosa (Kelley Moore) 936-856-1364	09/26/24	7:00-3:30	BIG CONFERENCE ROOM
Turner Elementary	Melannie Hooks (Michelle Hall) 936-856-1290	09/27/24	08:00-4:00	ROOM 202 - CTM #2
Cannan Elementary	Maria Rangel (Brooke Paulson) 936-890-8662	09/27/24	08:00-4:30	CONFERENCE ROOM
SHJ Admin & FINAL DAY	Mekia Craig & Denise Brenner ext 1206 & 1204	09/30/24	07:30-4:30	B106 CLASSROOM
Child Nutrition	<i>AT CAMPUS ASSIGNED</i>	<i>AT CAMPUS ASSIGNED</i>	<i>AT CAMPUS ASSIGNED</i>	<i>AT CAMPUS ASSIGNED</i>
Custodial	<i>AT CAMPUS ASSIGNED</i>	<i>AT CAMPUS ASSIGNED</i>	<i>AT CAMPUS ASSIGNED</i>	<i>AT CAMPUS ASSIGNED</i>

TO "DO IT YOURSELF" SYSTEM AVAILABLE FROM 09/12/24 to 09/30/24

TWO WAYS TO MAKE CHANGES TO YOUR BENEFITS:

- GO TO: <https://fbenefits.fga.com/willisisd/> from any computer and make changes on your own - Instructions can be found by clicking "How to Enroll" at this link.
- GO TO ANY CAMPUS AT YOUR CONVENIENCE (SEE SCHEDULE ABOVE) AND MAKE YOUR CHANGES ON THE COMPUTERS PROVIDED BY THE DISTRICT
(A representative will be available for minimal assistance)

THIS IS A "MANDATORY" YEAR. Employees only have to login if they are wanting to change their current benefits

"DIY" OR SEE AN ENROLLER DURING THE TIMES LISTED ABOVE

THE FLEX PLAN DOES NOT AUTOMATICALLY RENEW IF YOU WANT THE FLEX PLAN FOR PLAN YEAR 11-01-24 TO 10-31-25 YOU MUST RE-ENROLL DURING THE DATES LISTED ABOVE