

Linn-Mar Community Schools District Personnel

as of 10/9/08



Superintendent

Katie Mulholland, Ed.D.
Educational Services Center
319-447-3002
kmulholland@linnmar.k12.ia.us

Katie administers District policies and finance. She is responsible for teaching and learning, facilities, planning, and staff performance and oversees technology, information services and the community services program. Under her direction are the associate superintendent, business administrator, executive director of human resources, executive director of student services, executive director of instructional services, 10 school principals, the director of technology, and three coordinators. She is the CEO for the Board of Education.



Superintendent's Administrative Assistant

Barb Ritter
Educational Services Center
319-447-3002
britter@linnmar.k12.ia.us

Barb can address questions regarding lane change requests and licensure for certified staff. She can also answer questions about District boundaries, trips and student work permits.

Instructional Services

Instructional Services staff develop long-range and annual plans for teaching and learning and assures compliance with state educational standards. The department provides leadership and facilitates continuous improvement in curriculum, instruction and assessment.



Executive Director of Instructional Services

Dirk Halupnik
Educational Services Center
319-447-3028
dhalupnik@linnmar.k12.ia.us

Dirk oversees the Department of Teaching and Learning. He is responsible for the educational program, staff and professional development, school improvement, entitlement programs, career programming, the district calendar, open enrollment, attendance exception requests and completing state and federal reports. He is also a District Harassment and Equity Officer.



Director of Middle School Teaching & Learning

Bob Read
Educational Services Center, Lower Level
319-447-3016
bread@linnmar.k12.ia.us

Bob can answer questions about all middle school curriculum, physical education, health, NWEA testing.



Director of Elementary Teaching & Learning

Diana Zrudsky
Educational Services Center, Lower Level
319-447-3013
akortemeyer@linnmar.k12.ia.us

Amy can answer questions regarding elementary curriculum as well as reading, music and art.



Curriculum Secretary

Yolanda Steele
Educational Services Center, Lower Level
319-447-3015
[ysteele@linnmar.k12.ia.us](mailto:y Steele@linnmar.k12.ia.us)

Yolanda supports the curriculum department in the areas of math, science and music. She orders books and supplies and creates curriculum notebooks. She also maintains, supports and delivers science curriculum kits.



Administrative Assistant

Karen Ransom
Educational Services Center, Lower Level
319-447-3014
kransom@linnmar.k12.ia.us

Karen manages student data, open enrollment, home school forms, District and student demographic reports, enrollment, testing, summer school and provides T and L support.

Home School Assistance Program



Home School Assistance Program Coordinator

Renee Krepfle
Home School Assistance Program
3290 9th Street, Marion
319-447-0297
rkrepfle@linnmar.k12.ia.us

Renee coordinates the home school assistance program, assists families participating in the program and can answer questions regarding competent private instruction.

Support Services



Associate Superintendent for Support Services

Rick Ironside, Ed.D.
Educational Services Center
319-447-3006
ironside@linnmar.k12.ia.us

Rick oversees Operations and Maintenance, Transportation, Food Service and the Print/Reprographic Department. He is responsible for energy management; facilities, grounds and fields; Athletic Council; compliance on safety and security; and construction projects; fundraising, field trips requests and building usage.



Associate Superintendent's Administrative Assistant

Trudy Stenersen
Educational Services Center
319-447-3145
tstenersen@linnmar.k12.ia.us

Trudy schedules facilities for outside groups and provides support to the Associate Superintendent.

Operations and Maintenance

The Operations and Maintenance Department can help staff members with equipment repairs and can move equipment, furniture and other items. Work order requests should be processed at the building level. You may contact the department for general buildings and grounds questions.



Operations and Maintenance Manager

Steve Nelson
319-447-3021
stnelson@linnmar.k12.ia.us

Steve manages the daily maintenance operations and facility upkeep and repair of district buildings; grounds upkeep; and preventative maintenance of facilities, mechanical systems and district property. He supervises the staff at Operations and Maintenance.



Support Services Secretary

Terri Cole
319-447-3020
tcoble@linnmar.k12.ia.us

Terri supports the Operations & Maintenance Department. She can answer questions regarding the status of work orders and scheduling of maintenance staff.



Mail Delivery

Nadine Greider
319-447-3024

Nadine delivers U.S. mail, District mail and custodial supplies for all buildings. Nadine can answer questions regarding bulk mailings.

Transportation Department

The Transportation Department transports students to and from school and also reserves vehicles for off-site activities such as extra-curricular and co-curricular activities. Vehicles should be requested via the "transportation request" forms. Once approved, the transportation department will send back a signed copy for confirmation. Requests for vehicles via phone or email will not be accepted. Sending the request form will ensure that the request is fulfilled.



Transportation Manager

Brian Cruise
319-447-3031
bcruiase@linnmar.k12.ia.us

Brian approves all school and activity transportation. He oversees vehicle maintenance, manages the transportation budget and the District's vehicle fleet, and supervises bus drivers and van transport staff.



Transportation Dispatcher

Brent Wilfong
319-447-3034
bwilfong@linnmar.k12.ia.us

Brent schedules routes, drivers, activity trips and vehicles.






Transportation Secretary

Deb Steward
319-447-3030
dsteward@linnmar.k12.ia.us




District Printing Department

The Linn-Mar Printing Department offers many printing and material preparation services. The department can print work-related items in black and white on a variety of paper stock. Print request forms are available at each building. Please place request forms and original materials in the white printing interdepartmental envelopes available at each building. A 72 hour turn around is required for all print requests. A minimum order is 25 copies. All print requests below 25 copies incur a 25 cent per master charge.




	<p>Print Department Manager Donna Smith Operations and Maintenance 319-447-3007</p>
	<p>Press Operator Bev Jedlicka Operations and Maintenance 319-447-3007</p>
	<p>Press Operator Eileen Flood Operations and Maintenance 319-447-3007</p>

Food Service Department



The Linn-Mar Food Service Department not only provides meals to students, but also offers delicious, healthy meals to staff members as well. Staff member may purchase meals or a la carte items for lunch. If you are planning a special school-related event, please free to contact the Food Service Department for assistance with food and service related items.

	<p>Food Service Manager Susan Knight Novak 319-447-3302 sknight@linnmar.k12.ia.us <i>Susan oversees all food service staff and the ordering, production and distribution of meals in the District. Susan processes all Free and Reduced Lunch applications and fee waivers.</i></p>
	<p>SDS Manager Ruth Noth 319-447-3250 rnoth@linnmar.k12.ia.us <i>Ruth can answer questions regarding the school dining system (SDS).</i></p>
	<p>Food Service General Help Cathy Berggren 319-447-3349 cberggren@linnmar.k12.ia.us Cathy coordinates free and reduced lunch, orders food and completes state and federal meal counts.</p>

Human Resources






	<p>Executive Director Karla Christian, PHR Educational Services Center 319-447-3036 kchristian@linnmar.k12.ia.us <i>Karla manages staffing, benefits and employee relations as well as ensures district compliance with employment laws. She is responsible for negotiations and is a District Harassment and Equity Officer.</i></p>
	<p>Human Resources Generalist Phil Miller Educational Services Center 319-447-3116 pmiller@linnmar.k12.ia.us <i>Phil is responsible for District safety initiatives, employee recruiting and retention and employee orientation. EH can answer questions about the District application process, workers compensation, teacher contracts and employee leaves.</i></p>
	<p>Human Resources Administrative Assistant Linda Liston Educational Services Center 319-447-3004 liston@linnmar.k12.ia.us <i>Linda maintains personnel records and can answer questions about open positions, workers compensation, student teacher placements, employee physicals and staff recognition.</i></p>

Student Services

	<p>Executive Director of Student Services Julie Jensen Educational Services Center 319-447-3003 jjensen@linnmar.k12.ia.us <i>Julie oversees direct student services, which currently includes all special education services and programs for students PreK – post high school, student assistance programs, at-risk/ disciplinary situations, the before and after school care program, guidance counselors, the ELL program and summer school. She also supervises the staff in the off-site Success program and is the homeless student liaison. She is a District Harassment Investigator.</i></p>
	<p>Director of Student Services Secretary Karen Wilson Educational Services Center 319-447-3019 <i>Karen can answer questions regarding student services. This includes special education services for resident students being served in and out of the Linn-Mar district.</i></p>


Student Assistance Program

The Student Assistance Program is a school-based comprehensive prevention, intervention and counseling program for students in grades K-12 characterized by a team approach. This program is designed to provide education, prevention, early identification, intervention, referral, counseling and support services for students with risk behaviors. To refer a student to the Student Assistance Program, please contact the Student Assistance Program counselors or your elementary school social worker.

	<p>Student Assistance Counselor • High School Kevin McCauley 319-447-3047 kmccauley@linnmar.k12.ia.us</p>		<p>School Social Worker • High School Lisa Mooney 319-447-3129 lmooney@linnmar.k12.ia.us</p>
	<p>At-Risk Intervention Specialist • Excelsior Mike Shipley 319-447-3152 mshipley@linnmar.k12.ia.us</p>		<p>At-Risk Intervention Specialist • Oak Ridge Sha Hall 319-447-3440 shall@linnmar.k12.ia.us</p>
	<p>Elementary Prevention Specialist • Novak Stacia Dautremont 319-447-3337 sdautremont@linnmar.k12.ia.us</p>		




English Language Learners Program

ELL works with students who are still learning the English language. ELL students attend their neighborhood schools where they are in a classroom with their English-speaking peers for most of the day. ELL teachers travel from school to school, where they work with the English Languages Learners daily on vocabulary, listening, speaking, reading and writing.

	<p>ELL Teacher • Echo Hill & Oak Ridge Lisa Klein 319-447-3350 lklein@linnmar.k12.ia.us</p>		<p>ELL Teacher • Novak, Westfield & Wilkins Alicia Jessen 319-447-3683 ajessen@linnmar.k12.ia.us</p>
	<p>ELL Teacher • Bowman Woods & Linn Grove Margaret Shorter 319-447-3240 mshorter@linnmar.k12.ia.us</p>		<p>ELL Teacher • Excelsior, Indian Creek & High School Laurel Zmolek-Smith 319-447-3226 lzmolek-smith@linnmar.k12.ia.us</p>

Health Services


A school nurse is available in all buildings on a regular basis. The nurse is also available for emergencies on call from the other schools. The health office in each school is staffed by a health associate.

	<p>School Nurse • Indian Creek, Linn Grove, Wilkins Marilyn Calcara mcalcara@linnmar.k12.ia.us</p>		<p>School Nurse • Bowman Woods, Novak, Westfield</p>
	<p>School Nurse • Excelsior, Oak Ridge Deb Johnson djohnson@linnmar.k12.ia.us</p>		<p>School Nurse • High School Nancy Kleitsch nkleitsch@linnmar.k12.ia.us</p>


Business Services – Finance/Accounts

	<p>Business Administrator Dave Nicholson Educational Services Center 319-447-3008 dnicholson@linnmar.k12.ia.us <i>Dave manages all business services including payroll and bookkeeping, oversees District finances, serves as school board secretary, develops all budgets and accounts, and oversees and conducts audits, accountability, and state and federal fiscal compliance.</i></p>		
	<p>Administrative Assistant Karen Mace Educational Services Center 319-447-3009 kmace@linnmar.k12.ia.us</p>		<p>Accounting Specialist Sarah Brown Educational Services Center 319-730-3673 sbrown@linnmar.k12.ia.us</p>
	<p>Accounting/Payroll Specialist Sylvia Copler Educational Services Center 319-447-3011 scopler@linnmar.k12.ia.us <i>Sylvia handles activity accounts (Fund 21) and food service accounts. Sylvia can also answer questions relating to insurance (medical and life) and I.P.E.R.S.</i></p>		<p>Accounting Specialist Kathy Nichols Educational Services Center 319-447-3017 knichols@linnmar.k12.ia.us <i>Kathy processes district accounts receivables, Little Lions tuition payments and general fund activity accounts (Fund 11). Kathy can also answer questions regarding district inventory.</i></p>
	<p>Account/Payroll Specialist Karen Weseman Educational Services Center 319-447-3012 kweseman@linnmar.k12.ia.us <i>Karen handles issues related to insurance and payroll. Karen can answer questions regarding medical and dependent care reimbursement account 403B. If your address changes during your employment, please provide the new information to Karen.</i></p>		<p>Payroll Specialist Marilyn Orthaus Educational Services Center 319-447-3018 morthaus@linnmar.k12.ia.us <i>Marilyn processes absence slips. While all absences must be reported to your building secretary, Marilyn can address general payroll questions regarding absences or the time keeping system.</i></p>
	<p>Accounts Payable Specialist Sandy Clabough Educational Services Center 319-447-3010 sclabough@linnmar.k12.ia.us <i>Sandy handles requisitions and purchase orders after they have been approved at the building level. Sandy can also answer questions regarding payments to vendors.</i></p>		<p>Benefits Clerk Marilyn Nelsen Educational Services Center Dial 0 mnelsen@linnmar.k12.ia.us <i>Marilyn helps process purchase orders. Marilyn can answer questions about new vendors and complete long distance phone call requests.</i></p>

Information Services




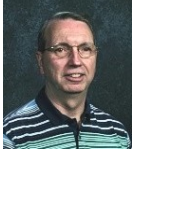

	<p>Information Services Coordinator</p>
<p>Laura Mallicoat Educational Services Center 319-447-3005 lmallicoat@linnmar.k12.ia.us</p>	
<p><i>The Information Services/Public Relations Office offers a variety of communication services. These services include coordinating media coverage, answering boundary questions, assisting in event promotion, the development and production of all publications, writing press releases and graphic design. The office produces The Pride (the district newsletter) and other print publications and web information.</i></p>	

Community Services

	<p>Community Services Coordinator</p>
<p>Karla Terry High School, Room 201 319-447-3109 kterry@linnmar.k12.ia.us</p>	
<p><i>Linn-Mar Volunteer Services is comprised of over 1000 curriculum-based volunteers, who donate over 20,000 hours each school year to support staff, students and the community. Several services are available to teachers. These include reading support through Read Naturally and Encourage a Reader (EAR) and volunteer workshops that aid in the preparation of teaching materials (K-5). The service also offers classroom assistance, resource speakers, and assistance with field trips and special events.</i></p>	

Technology Department

The Linn-Mar Technology Department provides many essential technology related services to district employees. These services include computer troubleshooting, software and hardware installation, telephone system maintenance and technology information resources.



	<p>Technology Director Gary Warner High School Room 201 319-447-3100 gwarner@linnmar.k12.ia.us <i>Gary oversees the department and the District technology plan.</i></p>		<p>Technology Technician Phil Brown High School Room 201 319-447-3100 pbrown@linnmar.k12.ia.us</p>
	<p>Technology Technician Dawn Cooksley High School Room 201 319-447-3100 dcooksley@linnmar.k12.ia.us</p>		<p>Technology Technician Norm Grimm High School Room 201 319-447-3100 ngrimm@linnmar.k12.ia.us</p>
	<p>Technology Secretary Patty Toplikar High School Room 201 319-447-3100 ptoplikar@linnmar.k12.ia.us</p>		

Building Principals


	<p>Bowman Woods Principal <i>(Grades AK-5)</i> John Zimmerman 319-447-3240 zimmerman@linnmar.k12.ia.us School Administrative Manager: Tesha Moser</p>		<p>Echo Hill Elementary Principal <i>(Grades K-5)</i> Dan Ludwig 319-730-3560 dludwig@linnmar.k12.ia.us School Administrative Manager: Chris Kircher</p>
	<p>Indian Creek Principal <i>(Grades K-5)</i> Tina Monroe 319-447-3270 tmonroe@linnmar.k12.ia.us</p>		<p>Linn Grove Principal <i>(Grades PreK-5)</i> Shannon Bisgard 319-730-3500 sbisgard@linnmar.k12.ia.us School Administrative Manager: Carol O'Donnell</p>
	<p>Novak Elementary Principal <i>(Grades K-5)</i> Joe North 319-447-3300 jnorth@linnmar.k12.ia.us</p>		<p>Westfield Principal <i>(Grades K-5)</i> Ed Rogers 319-447-3350 erogers@linnmar.k12.ia.us</p>
	<p>Wilkins Principal <i>(Grades K-5)</i> Marilee McConnell 319-447-3380 mmcconnell@linnmar.k12.ia.us</p>		
	<p>Excelsior Middle School Principal John Christian 319-447-3130 jchristian@linnmar.k12.ia.us</p>		<p>Excelsior Middle School Assistant Principal Chad Buchholz 319-447-3130 cbuchholz@linnmar.k12.ia.us</p>
	<p>Excelsior Middle School Assistant Principal Kristi Hicks 319-447-3140 krhicks@linnmar.k12.ia.us</p>		
	<p>Oak Ridge Middle School Principal Erica Rausch 319-447-3410 erausch@linnmar.k12.ia.us School Administrative Manager: Jeff Schneekloth</p>		<p>Oak Ridge Middle School Associate Principal Janelle Steichen 319-447-3410 jsteichen@linnmar.k12.ia.us</p>
	<p>Linn-Mar High School Principal Jeff Gustason, Ph.D. 319-447-3040 jgustason@linnmar.k12.ia.us</p>		<p>Linn-Mar High School Associate Principal Kim Buelt 319-447-3040 kbuilt@linnmar.k12.ia.us</p>
	<p>Linn-Mar High School Associate Principal Chad Shumacher 319-447-3040 cschumacher@linnmar.k12.ia.us</p>		<p>Linn-Mar High School Associate Principal/Athletic Director Scott Mahmens 319-447-3060 smahmens@linnmar.k12.ia.us</p>

TAG/LEO Program

The Linn-Mar TAG (Talented and Gifted)/LEO (Learning Enrichment Opportunities) programs provide specific services to students who have been identified through a multi-step process for additional learning strategies. Using a dynamic curriculum based on content, TAG/LEO students move toward acquiring higher level thinking skills to generate product appropriate to their giftedness. The gifted program at the elementary level is known as LEO and includes grades K-6. TAG is offered in grades 7-12.

	<p>High School Meredith Petersen High School 319-447-3125 mpetersen@linnmar.k12.ia.us</p>		<p>Middle School Barb Pestka Excelsior 319-447-3195 bpestka@linnmar.k12.ia.us</p>
	<p>Elementary • Indian Creek Deb Connerly 319-447-3256 dconnerly@linnmar.k12.ia.us</p>		<p>Secretary Jayne Gutierrez 319-447-3117 jgutierrez@linnmar.k12.ia.us</p>

CAREER Connection

	<p>MOC/CAREER Connection Coordinator Kathy Larson High School, Room 006, 136 319-447-3128 klarson@linnmar.k12.ia.us <i>The CAREER Connection links K-12 teachers and their student with our community. Offerings include business field trips, classroom career presenters, Junior Achievement, career days, and job shadowing. Career assessment and a variety of career resources are also available to students. Teachers may request these services for their classroom or individual students.</i></p>
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Linn-Mar Foundation

The Linn-Mar School Foundation is a not-for-profit organization made up of hard-working volunteers established in 1985. The LMSF provides resources to enhance educational excellence in Linn-Mar schools through funding and community partnerships. It is the vision of the Foundation to provide increased support for students, faculty, facilities and programs, while continuing to make annual grants that meet current needs unfulfilled by the regular budget. www.linnmarfoundation.org

	<p>Executive Director Annette Perry High School, Room 201 319-447-3638 aperry@linnmar.k12.ia.us</p>		<p>Operations Administrator Karin Frantz High School, Room 201 319-447-3065 kfrantz@linnmar.k12.ia.us</p>
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Booster Club

The Booster Club raises funds for disbursement for school activities and athletics. The Booster Club operates concession stands, sells Activity Calendars and extra-curricular photo packages, and offers clothing items through the Lions' Den. www.linnmarboosterclub.org

	<p>President Pete King 319-377-0023</p>
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LMEA

	<p>President Jackie Wellborn 319-447-3130 jwellborn@linnmar.k12.ia.us</p>
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