

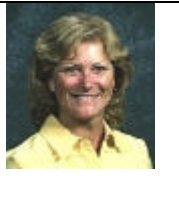
**Linn-Mar Community Schools
District Personnel
as of 10/10/07**



Superintendent

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

Katie administers District policies and finance. She oversees human resources, health services, staff development, technology, operations services, 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, nine 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 curriculum department, staff and professional development, open enrollment, attendance exception requests and completes state reports. He is also a District Harassment Officer.



Curriculum Director

Steve Bartlett
Educational Services Center, Lower Level
319-447-3016
sbartlett@linnmar.k12.ia.us

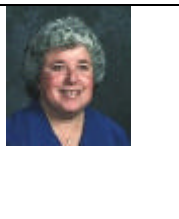
Steve can answer questions regarding health, math, science, physical education, science and Talented and Gifted (TAG).



Curriculum Director

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

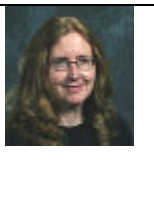
Diana can answer questions regarding alternative kindergarten, kindergarten, fine arts, language arts, social studies, media services, Reading Recovery, Title I, the teacher mentoring program and staff development.



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 and kits.

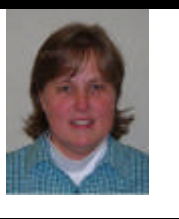


Administrative Assistant

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
Educational Services Center
319-447-3360
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



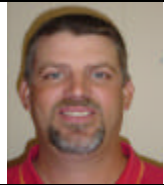
Associate Superintendent Operations Services

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

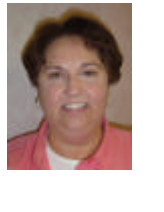
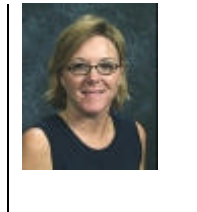
Rick oversees Operations and Maintenance, Transportation, Food Service and the Print/Reprographic Department. He is responsible for energy management; buildings, grounds and fields; Athletic Council; compliance on safety and security; and construction projects; and fundraising and field trips requests.

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.


	<p>Operations and Maintenance Manager Steve Nelson 319-447-3021 stnelson@linnmar.k12.ia.us <i>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.</i></p>
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Operations and Maintenance continued...

	<p>Support Services Secretary Terri Cole 319-447-3020 tcole@linnmar.k12.ia.us <i>Terri supports the Operations & Maintenance Department. She can answer questions regarding the status of work orders and scheduling of maintenance staff.</i></p>		<p>Mail Delivery Nadine Greider 319-447-3024 <i>Nadine delivers U.S. mail, District mail and custodial supplies for all buildings. Nadine can answer questions regarding bulk mailings.</i></p>
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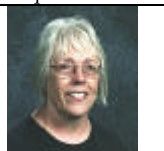
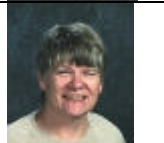

Transportation Department

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.

	<p>Transportation Manager Brian Cruise 319-447-3031 bcruise@linnmar.k12.ia.us <i>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.</i></p>		
	<p>Transportation Dispatcher Brent Wilfong 319-447-3034 bwilfong@linnmar.k12.ia.us <i>Brent schedules routes, drivers, activity trips and vehicles.</i></p>		<p>Transportation Secretary Deb Steward 319-447-3030 dsteward@linnmar.k12.ia.us</p>


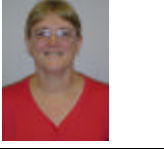
District Printing Department

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 48 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.


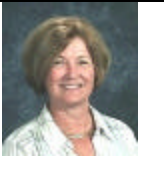
	<p>Print Department Manager Donna Smith Operations and Maintenance 319-447-3007</p>		
	<p>Press Operator Bev Jedlicka Operations and Maintenance 319-447-3007</p>		<p>Press Operator Eileen Flood Operations and Maintenance 319-447-3007</p>

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>

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 and the ELL program. 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>9-12 Student Assistance Counselor Kevin McCauley High School, Room 142A 319-447-3047 kmccauley@linnmar.k12.ia.us</p>		<p>School Social Worker Lisa Mooney lmooney@linnmar.k12.ia.us</p>
	<p>6-8 At-Risk Intervention Specialist Mike Shipley Excelsior 319-447-3152 mshipley@linnmar.k12.ia.us</p>		<p>6-8 At-Risk Intervention Specialist Sha Hall Oak Ridge 319-447-3440 shall@linnmar.k12.ia.us</p>
	<p>Elementary Prevention Specialist Stacia Dautremont Novak 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 Lisa Klein 319-447-3350 lklein@linnmar.k12.ia.us</p>
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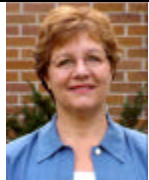
Human Resources



Executive Director

Karla Christian, PHR
Educational Services Center
319-447-3036
kchristian@linnmar.k12.ia.us

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 Officer.



Human Resources Administrative Assistant

Linda Liston
Educational Services Center
319-447-3004
lliston@linnmar.k12.ia.us

Linda maintains personnel records and can answer questions about open positions, workers compensation, student teacher placements, employee physicals and staff recognition.

Business Services – Finance/Accounts



Business Administrator

Dave Nicholson
Educational Services Center
319-447-3008
dnicholson@linnmar.k12.ia.us

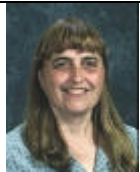
Dave manages all business services including payroll and bookkeeping, oversees District finances, serves as school board secretary, develops all budgets and accounts, and oversees and conducts audits, accountability, and state and federal fiscal compliance.



Accounting Coordinator

Karen Mace
Educational Services Center
319-447-3009
kmace@linnmar.k12.ia.us

Karen assists in the coordination of accounting functions including accounts payable, accounts receivable, inventory, grant funds and the general ledger.



Accounting/Payroll Specialist

Sylvia Copley
Educational Services Center
319-447-3011
scopley@linnmar.k12.ia.us

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.



Accounting Specialist

Kathy Nichols
Educational Services Center
319-447-3017
knichols@linnmar.k12.ia.us

Kathy processes district accounts receivables, Little Lions tuition payments and general fund activity accounts (Fund 11). Kathy can also answer questions regarding district inventory.



Account/Payroll Specialist

Karen Weseman
Educational Services Center
319-447-3012
kweseman@linnmar.k12.ia.us

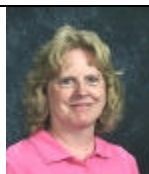
Karen handles issues related to insurance and payroll. Karen can answer questions regarding medical and dependent care reimbursement account and tax sheltered annuities. In addition, Karen can address payroll questions regarding contracts or work agreements. If your address changes during your employment, please provide the new information to Karen.



Payroll Specialist

Marilyn Orthaus
Educational Services Center
319-447-3018
morthaus@linnmar.k12.ia.us

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.



Accounts Payable Specialist

Sandy Clabough
Educational Services Center
319-447-3010
sclabough@linnmar.k12.ia.us

Sandy handles requisitions and purchase orders after they have been approved at the building level. Sandy can also answer questions regarding payments to vendors.




Benefits Clerk


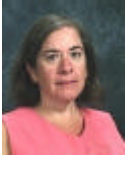
Marilyn Nelsen
Educational Services Center
Dial 0
mnelsen@linnmar.k12.ia.us

Marilyn helps process purchase orders. Marilyn can answer questions about new vendors and complete long distance phone call requests.

Information Services





	<p>Information Services Coordinator Laura Mallicoat Educational Services Center 319-447-3005 lmallicoat@linnmar.k12.ia.us <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>
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Community Services

	<p>Community Services Coordinator Karla Terry High School, Room 201 319-447-3109 kterry@linnmar.k12.ia.us <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. In addition, the service garners community support through America Reads and Junior Achievement.</i></p>
	<p>Community Services Coordinator Secretary Zim Earley High School, Room 201 319-447-3110 zearley@linnmar.k12.ia.us</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 Dawn Cooksley High School Room 201 319-447-3100 dcooksley@linnmar.k12.ia.us</p>
	<p>Technology Secretary Patty Toplikar High School Room 201 319-447-3100 ptoplikar@linnmar.k12.ia.us</p>		<p>Technology Technician Norm Grimm High School Room 201 319-447-3100 ngrimm@linnmar.k12.ia.us</p>

Building Principals


	<p>Bowman Woods Principal <i>(Grades K-5)</i> John Zimmerman 319-447-3240 zimmerman@linnmar.k12.ia.us</p>		<p>Linn Grove Principal <i>(Grades PreK-5)</i> Shannon Bisgard 319-730-3500 sbisgard@linnmar.k12.ia.us</p> <p>School Administrative Manager: Kristi Hicks</p>
	<p>Novak Elementary Principal <i>(Grades K-5)</i> Joe North 319-447-3300 jnorth@linnmar.k12.ia.us</p>		<p>Indian Creek Principal <i>(Grades K-5)</i> Tina Monroe 319-447-3270 tmonroe@linnmar.k12.ia.us</p>
	<p>Westfield Principal <i>(Grades AK-5)</i> Ed Rogers 319-447-3350 erogers@linnmar.k12.ia.us</p>		<p>Wilkins Principal <i>(Grades K-5)</i> John Christian 319-447-3380 jchristian@linnmar.k12.ia.us</p>
	<p>Oak Ridge Middle School Principal <i>(Grades 6-8)</i> Kent Stock 319-447-3410 kstock@linnmar.k12.ia.us</p> <p>School Administrative Manager: Janelle Steichen</p>		<p>Oak Ridge (Echo Hill) Elementary Principal <i>(Grades K-5)</i> Dan Ludwig 319-447-3410 dludwig@linnmar.k12.ia.us</p> <p>School Administrative Manager: Janelle Steichen</p>
	<p>Excelsior Middle School Principal Marc McCoy, Ph.D. 319-447-3130 mmccoy@linnmar.k12.ia.us</p>		<p>Excelsior Middle School Assistant Principal Erica Rausch 319-447-3130 erausch@linnmar.k12.ia.us</p>
	<p>Excelsior Middle School Assistant Principal Chad Buchholz 319-447-3130 cbuchholz@linnmar.k12.ia.us</p>		
	<p>Linn-Mar High School Principal Jerry Van Dyke 319-447-3040 jvandyke@linnmar.k12.ia.us</p>		<p>Linn-Mar High School Associate 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/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 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 Tina Patterson High School, Room 201 319-447-3065 tpatterson@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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LMEA

	<p>Co-President Diane Nieland 319-447-3410 dnieland@linnmar.k12.ia.us</p>		<p>Co-President Jackie Wellborn 319-447-3130 jwellborn@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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