

# WHO ARE YOU LOOKING FOR

## Glenwood Community School District Central Office Staff



### **DEBBIE SCHOENING:**

SUPERINTENDENT ADMINISTRATIVE  
ASSISTANT

**EMAIL:** SCHOENINGD@GLENWOODSCHOOLS.ORG

**PHONE:** 712-527-9034 X. 1000

**OPEN POSITION:** CURRICULUM &  
CLERICAL SUPPORT ADMINISTRATIVE  
ASSISTANT

**EMAIL:**

**PHONE:** 712-527-9034 X. 1007

### **NICOLE CARNAZZO:** HUMAN

RESOURCES & MARKETING

ADMINISTRATIVE ASSISTANT

**EMAIL:** CARNAZZONIC@GLENWOODSCHOOLS.ORG

**PHONE:** 712-527-9034 X. 1009

**TIM REINERT:** CHIEF FINANCIAL  
OFFICER

**EMAIL:** REINERTTIM@GLENWOODSCHOOLS.ORG

**PHONE:** 712-527-9034 X. 1001

**LYNDE WAGNER:** PAYROLL

ADMINISTRATIVE ASSISTANT

**EMAIL:** WAGNERLYN@GLENWOODSCHOOLS.ORG

**PHONE:** 712-527-9034 X. 1002

**TRISHA LEMRICK-GLOCKEL:**

ACCOUNTS PAYABLE & RECEIVABLE

ADMINISTRATIVE ASSISTANT

**EMAIL:** LEMRICKGLOCKELTRI@GLENWOODSCHOOLS.ORG

**Phone:** 712-527-9034 X. 1003

## Open Position

**712-527-9034 x. 1007**

- Curriculum
  - Curriculum Website
  - SAC Meetings
  - CCC Meetings
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- Information Requests
  - Education Verification
  - Transcripts
  - Immunizations
- Supply Ordering
  - Curriculum Based
- School Calendar
- Conference Room Scheduler
- Admin Website
- Board Policy Website
- Travel Accommodations

## Nicole Carnazzo

**Email:** [carnazzonic@glenwoodschools.org](mailto:carnazzonic@glenwoodschools.org)

**712-527-9034 x. 1009**

- Job Postings
  - Job Descriptions
- HR - New hires
  - Applications
  - Pre-Employment Requirements
  - New Hire Packet/ payroll forms
- Social Media/ Marketing
  - Quarterly and Annual Report
- Name & Address Changes
- Background & driving history checks
- AEA trainings
- Licenses
- TMS & Frontline training for new hires
- Frevvo

## Lynde Wagner

Email: [wagnerlynn@glenwoodschools.org](mailto:wagnerlynn@glenwoodschools.org)

712-527-9034 x. 1002

- o Paycheck Questions
  - Gold sheet pay
  - Leave pay
  - Activity worker pay
  - W-4 changes
  - Direct Deposit
- o Leave (yearly allocations)
- o TMS (Classified)
  - Missed punches
  - Job code errors
  - Request time off
  - Available leave
  - Jury Duty Requests
- o Garnishments
- o Weblink
- o Cash Receipts
- o W-2
- o Frontline (Certified)
  - Available leave
  - Jury Duty Requests
- o Wage History Reports
- o Sick/family illness/Doctors notes due to 3+ days gone
- o Information request
  - Employment Verification
- o IPERS
  - Retirement Forms
  - Separation Forms
- o Retirement forms
- o 403B
- o Payroll deduction forms

## Trisha Lemrick-Glockel

Email: [lemrickglockeltri@glenwoodschools.org](mailto:lemrickglockeltri@glenwoodschools.org)

712-527-9034 x. 1003

- o Accounts Payable
- o Requisitions & Purchase Orders
  - Status
  - Issue dates
- o Invoices and Payment Processing
- o Vendor Information
  - New Approved Vendor Set Up
  - W-9's
  - Annual Vendor 1099's
- o Corporate VISA Card
- o Accounts Receivable
- o Intouch Receipting Suite
- o Bank Reconciliations
- o Activities Fund
- o Nutrition Fund
- o Fixed Asset & Equipment
- o Cash Receipts

## Debbie Schoening

Email: [schoeningd@glenwoodschools.org](mailto:schoeningd@glenwoodschools.org)

712-527-9034 x. 1000

- o Benefits
  - Benefit Sheets & Questions
- o Insurance
  - Enrollment & Changes
    - Health, dental, vision, life, LTD
- o FLEX Spending:
  - Enrollment
  - Directions for reimbursement
- o Family & Medical Leave (FMLA)
  - Paperwork & Eligibility Questions
  - Contact prior to extended absence
- o Worker Compensation
  - First report of Injury information
  - schedules 1st appointment with work comp select provider
- o Sick/Family illness/medical appointment/ Doctors notes required for pre-arranged
- o Employee Contracts
- o Grad Credit Reimbursement
- o Open Enrollment for Students

## Tim Reinert

Email: [reinerttim@glenwoodschools.org](mailto:reinerttim@glenwoodschools.org)

712-527-9034 x. 1001

- o Procedures Manual
  - Interpretation
  - Board Approved Policy
  - Fundraising
  - School Finance
  - Donations
  - Grants
  - Travel & Expense Reimbursement
  - Questions