

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

MEGAN HEIN: CURRICULUM & CLERICAL SUPPORT ADMINISTRATIVE ASSISTANT

EMAIL:

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NICOLE CARNAZZO: HUMAN RESOURCES & MARKETING ADMINISTRATIVE ASSISTANT

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PHONE: 712-527-9034 X. 1009

TIM REINERT: CHIEF FINANCIAL OFFICER

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PHONE: 712-527-9034 X. 1001

LYNDE WAGNER: PAYROLL ADMINISTRATIVE ASSISTANT

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PHONE: 712-527-9034 X. 1002

TRISHA LEMRICK-GLOCKEL:

ACCOUNTS PAYABLE & RECEIVABLE ADMINISTRATIVE ASSISTANT

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Phone: 712-527-9034 X. 1003

Megan Hein

712-527-9034 x. 1007

- Curriculum
 - Curriculum Website
 - SAC Meetings
 - CCC Meetings
-
- 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@glenwoodschoools.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

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

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 Receiving
Suite
- o Bank Reconciliations
- o Activities Fund
- o Nutrition Fund
- o Fixed Asset &
Equipment
- o Cash Receipts

Debbie Schoening

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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

712-527-9034 x. 1001

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