



**2011-2012  
Directory of Information**

Central Education Center  
8379 NE University Ave.  
Pleasant Hill, IA 50327

Phone: (515)967-4294  
Website: [www.southeastpolk.org](http://www.southeastpolk.org)

**Superintendent of Schools**

Craig W. Menozzi  
Phone # 515-957-3405  
Fax # 515-967-4257

**For Information About ...**

- ▶ something that takes place in the school which your child attends or you have a concern about his/her class, call the teacher.
- ▶ school rules, schedules, special events, etc., call the principal.
- ▶ policies and other matters of a District-wide nature, call the superintendent's office.

**When You Feel ...**

- ▶ the answers you have been given or the action taken is not satisfactory, and if you have talked with the teacher and/or principal, but wish to go further with your request, call the superintendent's office.

**Board of Education**

					<u>Term Expires</u>
<b>President:</b>	Tom Hadden	1018 Brookview Dr.	Altoona, IA	50009	2013
<b>Vice Pres.:</b>	Gary Fischer	1700 NE 88 <sup>th</sup> St.	Altoona, IA	50009	2013
	Joanne Moeller	3701 80 <sup>th</sup> Street NE	Altoona, IA	50009	2013
	Lori Slings	1110 Sandalwood Ct. SW	Altoona, IA	50009	2015
	Brett Handy	1208 – 9 <sup>th</sup> Avenue SE	Altoona, IA	50009	2015
	Doug Roush	4725 Windsor Circle	Pleasant Hill, IA	50327	2015
	Bill Puff	4975 1116 <sup>th</sup> St NE	Mitchellville, IA	50169	2015

**Student Council President - Board Representative:** Dalton Viggers

## District Office Administrative Contacts

### Superintendent's Office

Superintendent Craig W. Menozzi 967-4294 [Craig.Menozzi@southeastpolk.org](mailto:Craig.Menozzi@southeastpolk.org)  
Administrative Assistant Karen A. Haines 957-3406 [Karen.Haines@southeastpolk.org](mailto:Karen.Haines@southeastpolk.org)

The Superintendent serves as the Chief Executive Officer of the School Board. Responsibilities include overall supervision of the District's educational program, finances, personnel, long range planning, recommending to the Board needed policies and programs to improve the operation of the District, and interpreting policies and public communications.

All telephone calls, "walk-ins" or staff inquiries for the superintendent are to be routed through the superintendent's administrative assistant. Phone calls inquiring about open enrollment, certified enrollment, board questions are to be forwarded to the superintendent's office.

Receptionist Dianna Webb 957-3400 [Dianna.Webb@southeastpolk.org](mailto:Dianna.Webb@southeastpolk.org)  
Responsible for receptionist duties, student records.

### Buildings & Grounds Department

Buildings & Grounds Director Gary Haines 957-3434 [Gary.Haines@southeastpolk.org](mailto:Gary.Haines@southeastpolk.org)  
Administrative Assistant Kara McNeer 957-3435 [Kara.McNeer@southeastpolk.org](mailto:Kara.McNeer@southeastpolk.org)

Responsible for buildings and grounds maintenance, warehouse deliveries, custodial personnel, recruitment, training programs, environmental safety, personnel scheduling, equipment maintenance repair, summer maintenance projects, assist with special projects and events. Oversees new construction of buildings and meets with the general contractor on a regular basis.

### Business and Finance

Business Manager/Board Secretary R. Michael Hamilton 957-3413 [Mike.Hamilton@southeastpolk.org](mailto:Mike.Hamilton@southeastpolk.org)  
Responsible for the organization and operation of the financial, and business affairs including accounting, payroll, budget, the annual District audit, purchasing, fixed assets, and other business-related functions.

Accounting Director Tim Bloom 957-3412 [Tim.Bloom@southeastpolk.org](mailto:Tim.Bloom@southeastpolk.org)  
Responsible for all fund accounting issues to include deposits, account codes and reporting.

Insurance Specialist Sandy Ely 957-3430 [Sandy.Ely@southeastpolk.org](mailto:Sandy.Ely@southeastpolk.org)  
Responsible for all insurance, flex spending, work comp

Accounts Payable: Denise Hiller 957-3416 [Denise.Hiller@southeastpolk.org](mailto:Denise.Hiller@southeastpolk.org)  
Cindy Wood 957-3417 [Cindy.Wood@southeastpolk.org](mailto:Cindy.Wood@southeastpolk.org)

Denise is responsible for E-School Mall questions and accounting issues.

Cindy is responsible for fixed assets, board approval of invoices and accounting issues.

### Payroll Department

Payroll Supervisor Peggy Helm 957-3414 [Peggy.Helm@southeastpolk.org](mailto:Peggy.Helm@southeastpolk.org)  
Responsible for payroll department and certified staff payroll.

Payroll: Kristin Johnson 957-3415 [Kristin.Johnson@southeastpolk.org](mailto:Kristin.Johnson@southeastpolk.org)  
Suzanne Woodyard 957-3440 [Suzanne.Woodyard@southeastpolk.org](mailto:Suzanne.Woodyard@southeastpolk.org)

Responsible for classified staff payroll.

## Central Place

Director of Central Place	Cathy Beck Cross	266-6795	<a href="mailto:Cathy.Beck-Cross@southeastpolk.org">Cathy.Beck-Cross@southeastpolk.org</a>
Administrative Assistant	Judy Hamlin	266-6795	<a href="mailto:Judy.Hamlin@southeastpolk.org">Judy.Hamlin@southeastpolk.org</a>

**Communications Coordinator** Pat Howard 957-3418 [Pat.Howard@southeastpolk.org](mailto:Pat.Howard@southeastpolk.org)  
Responsible for the communication to the community, changes or additions to the website, PTA/O liaison, logo questions and/or needs, alumni information, and many district publications.

## Curriculum and Instruction

Curriculum/Instruction Director	Jo Ellen Latham	957-3407	<a href="mailto:Joellen.Latham@southeastpolk.org">Joellen.Latham@southeastpolk.org</a>
Administrative Assistant	Deb Baker	957-3408	<a href="mailto:Deb.Baker@southeastpolk.org">Deb.Baker@southeastpolk.org</a>
Clerk	Janna Mozdzer	967-4274/957-3408	<a href="mailto:elmedia@southeastpolk.org">elmedia@southeastpolk.org</a>
Literacy Coach	Laurie Wyatt	957-3447	<a href="mailto:Laurie.Wyatt@southeastpolk.org">Laurie.Wyatt@southeastpolk.org</a>
Math Coach	Jayne Beecham	957-3441	<a href="mailto:Jayne.Beecham@southeastpolk.org">Jayne.Beecham@southeastpolk.org</a>
Instructional Tech. Coach	Jamie Fath	957-3445	<a href="mailto:Jamie.Fath@southeastpolk.org">Jamie.Fath@southeastpolk.org</a>

Responsible for K-12 curriculum, instruction, assessment, teacher staff development, new teacher orientation, English Language Learning program, Title I reading and math programs, library program, guidance program, home-school assistance program, at-risk programming, gifted ed, homeless students and purchase instructional materials and supplies. All phone calls/inquiries are to be directed to the administrative assistant.

## Food & Nutrition Department

Food/Nutrition Director	Kathy Nervig	957-3431	<a href="mailto:Kathy.Nervig@southeastpolk.org">Kathy.Nervig@southeastpolk.org</a>
Administrative Assistant	Cheryl Thomas	957-3432	<a href="mailto:Cheryl.Thomas@southeastpolk.org">Cheryl.Thomas@southeastpolk.org</a>

Directs the school nutrition programs, including breakfast, lunch, a la care, and summer food service. Responsible for processing of free and reduced price meal applications and managing student special dietary needs and food allergies. Assists with promotion of district wellness activities.

## Health Services

Medical Services	Vickie Strosahl	957-3420	<a href="mailto:Vickie.Strosahl@southeastpolk.org">Vickie.Strosahl@southeastpolk.org</a>
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Responsible for special education students qualifying for Medicaid, concerns regarding Medicaid charting, and when adding associate time to a student's IEP.

## Human Resources

Associate Superintendent	Joseph Horton	957-3403	<a href="mailto:Joe.Horton@southeastpolk.org">Joe.Horton@southeastpolk.org</a>
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Recommends appointment, employment, promotion, and dismissal of all District personnel, determines and recommends staffing needs of the district for certified personnel, directs and coordinates evaluation of certified personnel, negotiates all collective bargaining agreements, interprets all contractual questions.

Executive Director of Human Resources	Steve Stotts	957-3402	<a href="mailto:Steve.Stotts@southeastpolk.org">Steve.Stotts@southeastpolk.org</a>
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Recommends appointment, employment, promotion, and dismissal of all District personnel, determines and recommends staffing needs of the district for classified personnel, negotiates all collective bargaining agreements, interprets all contractual questions and assists with transportation issues. Classified personnel include: administrative assistants, secretaries/clerk staff, health associates, teacher associates, custodial, food/nutrition staff, bus drivers, and bus associates.

Administrative Assistant	Jacki Johnson	957-3404	<a href="mailto:Jacki.Johnson@southeastpolk.org">Jacki.Johnson@southeastpolk.org</a>
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Responsible for assisting human resources staff with contracts, tracking leave requests, placing ads, DCI and child abuse research, employment applications and questions regarding substitute teaching..

Registrar Sue Howard 957-3429 [Susan.Howard@southeastpolk.org](mailto:Susan.Howard@southeastpolk.org)  
Responsible for registering all kindergarten to 12<sup>th</sup> grade students into the student database, changing household information whether it is the address, phone number, name changes, questions regarding residency and questions regarding the student database, assigns user name and password for staff and parents to use *Infinite Campus*.

### **Special Education**

Director Keri Steele 957-3428 [Keri.Steele@southeastpolk.org](mailto:Keri.Steele@southeastpolk.org)  
District liaison for Section 504 and special education services which includes early childhood special education through age 21. Concerns regarding special education programming or 504 plans should be first addressed to the administrator who handles special education or 504 accommodations at the designated building. All phone calls/inquiries are to be directed to the administrative assistant.

### **Behavior Intervention**

Specialist Level III Craig Rosen 238-7064 [Craig.Rosen@southeastpolk.org](mailto:Craig.Rosen@southeastpolk.org)  
Responsible for providing behavioral assistance for students with significant behavioral needs. Initial contact should be made by an administrator or teacher of a district behavior disorder program/classroom.

Administrative Assistant Deborah Warren 957-3423 [Deborah.Warren@southeastpolk.org](mailto:Deborah.Warren@southeastpolk.org)  
Responsible for assisting the staff in the special education department including questions regarding Web IEP, changes to student special education status, ending enrollment of special education students, changes to residential district of special education students, changes to attending building or level of service for special education student, legal names changes, address changes on the special education information management system and Infinite Campus. Also, responsible for special education purchase orders for supplies, equipment, workshops, tuition out special education students, Market Factor Pay paperwork, and changes to students 504 status on Infinite Campus.

### **Technology Support**

Technology Director Jason Kurth 957-3446 [Jason.Kurth@southeastpolk.org](mailto:Jason.Kurth@southeastpolk.org)  
Information Tech Systems Keith Lyles 957-3422 [Keith.Lyles@southeastpolk.org](mailto:Keith.Lyles@southeastpolk.org)  
Administrative Assistant Julie Eslick 957-3439 [Julie.Eslick@southeastpolk.org](mailto:Julie.Eslick@southeastpolk.org)  
Responsible for the District's information technology programs including telephones, faxes, and administrative and instructional computing.

### **Transportation Department**

Transportation Director Dan Schultz 967-3793 [Dan.Schultz@southeastpolk.org](mailto:Dan.Schultz@southeastpolk.org)  
Administrative Assistant Kris Thomas 967-3793 [kris.thomas@southeastpolk.org](mailto:kris.thomas@southeastpolk.org)  
Responsible for the transportation of students throughout the district and various student activities, as well as student and bus safety concerns, the maintenance of district vehicles and establishing bus routes and bus stops.

## INDEX of DISTRICT INFORMATION

All phone calls are to be forwarded to the appropriate contact person/department. If the person is unavailable, please leave a voice message and your call will be returned.

Topic	Contact	Office Phone
504	Director of Special Education – Keri Steele	957-3428
Accounting	Accounting Director – Tim Bloom	957-3412
Accounts Payable	Accounts Payable –Denise Hiller or - Cindy Wood	957-3416 or 957-3417
Alumni Information	Communications Coordinator – Pat Howard	957-3430
At-Risk Program	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Behavior Intervention	Behavior Intervention Specialist – Craig Rosen	238-7064
Board Approval of Invoices	Accounts Payable – Cindy Wood	957-3417
Board of Education	Superintendent’s Executive Assistant – Karen Haines	957-3406
Board Policies	Superintendent’s Executive Assistant – Karen Haines	957-3406
Budget	Business Manager – Mike Hamilton	957-3413
Buildings/Grounds Maintenance	Director of Buildings/Grounds – Gary Haines or Buildings/Grounds Administrative Assistant – Kara McNeer	957-3434 or 957-3435
Bus Routes/Bus Stops	Director of Transportation – Dan Schultz or Transportation Administrative Assistant – Kris Thomas	957-3793
Bus Safety Concerns	Director of Transportation – Dan Schultz or Transportation Administrative Assistant – Kris Thomas	957-3793
Certified Enrollment	Superintendent’s Executive Assistant – Karen Haines	957-3406
Child Abuse Background Check	Human Resource Administrative Assistant – Jacki Johnson	957-3404
Contracts	Human Resource Administrative Assistant – Jacki Johnson	957-3404
Curriculum/Instruction	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Custodial Staff	Director of Buildings/Grounds – Gary Haines or Buildings/Grounds Administrative Assistant – Kara McNeer	957-3434 or 957-3435
DCI	Human Resource Administrative Assistant – Jacki Johnson	957-3404
District Audit	Business Manager – Mike Hamilton	957-3413
District Publications	Communications Coordinator – Pat Howard	957-3418
District Vehicles	Director of Transportation – Dan Schultz or Transportation Administrative Assistant – Kris Thomas	957-3793
Employment – Certified Staff	Associate Superintendent Joe Horton or Human Resource Administrative Assistant – Jacki Johnson	957-3403 or 957-3404
Employment – Classified Staff: (administrative assistants/secretaries/clerical staff; health associates/ teacher associates/ custodial/ cafeteria staff/bus drivers/ bus associates	Executive Director of Human Resources – Steve Stotts	957-3402
Employment Applications	Human Resource Administrative Assistant – Jacki Johnson	957-3404
English Language Learning	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
E-School Mall	Accounts Payable – Denise Hiller	957-3416

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Topic	Contact	Office Phone
Evaluation – Certified Staff	Executive Director of Human Resources – Steve Stotts or Human Resource Administrative Assistant – Jacki Johnson	957-3403 or 957-3404
Finance	Business Manager – Mike Hamilton	957-3413
Fixed Assets	Accounts Payable – Cindy Wood	957-3417
Flex Spending	Insurance Specialist – Sandy Ely	957-3412
Food & Nutrition	Food Service Director – Kathy Nervig Food Service Administrative Assistant – Cheryl Thomas	957-3431 or 957-3432
Gifted Ed (TAG)	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
GL Codes	Accounting Director – Tim Bloom	957-3412
Homeless Students	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Home-School Assistance Program	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Insurance	Insurance Specialist – Sandy Ely	957-3430
Language Arts Instruction	Curriculum Director – Jo Ellen Latham	957-3407
Leave Requests	Human Resource Administrative Assistant – Jacki Johnson	957-3404
Logo	Communications Coordinator – Pat Howard	957-3418
Maintenance Requests	Director of Buildings/Grounds – Gary Haines or Buildings/Grounds Administrative Assistant – Kara McNeer	957-3434 or 957-3435
Maintenance Staff	Director of Buildings/Grounds – Gary Haines or Buildings/Grounds Administrative Assistant – Kara McNeer	957-3434 or 957-3435
Negotiations	Associate Superintendent – Joe Horton or Executive Director of Human Resources – Steve Stotts	957-3403 or 957-3402
New Construction/Buildings	Director of Buildings and Grounds – Gary Haines	957-3434
Nurse Medicaid Reimbursement	Nurse Medicaid Reimbursement Specialist – Vickie Strosahl	957-3420
Open Enrollment	Superintendent’s Executive Assistant – Karen Haines	957-3406
Payroll	Payroll Supervisor – Peggy Helm	957-3414
Payroll – Certified Staff	Payroll Supervisor – Peggy Helm	957-3414
Payroll – Classified Staff	Payroll – Kristin Johnson or Suzanne Woodyard	957-3415 or 957-3440
Receptionist	Receptionist - Dianna Webb	957-3400
Rental of Facilities	Facilities Coordinator – Deb Starcevich	266-6795
Student Assessment	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Student Database (Infinite Campus)	Registrar – Susan Howard	957-3429
Special Education	Director of Special Education – Keri Steele or Special Education Administrative Assistant – Deborah Warren	957-3428 or 957-3423

## **INDEX of DISTRICT INFORMATION**

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<b>Topic</b>	<b>Contact</b>	<b>Office Phone</b>
Student Records (history)	High School Registrar – Vicki McConnell	967-6631 Ext. 2012
Substitute Teaching	Human Resource Administrative Assistant – Jacki Johnson	957-3404
Teacher Staff Development	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Technology Support	Director of Technology – Jason Kurth Technology Administrative Assistant – Julie Eslick	957-3439
Textbook Orders	Curriculum Director – Jo Ellen Latham or Curriculum Administrative Assistant – Deb Baker	957-3407 or 957-3408
Transportation	Director of Transportation – Dan Schultz or Transportation Administrative Assistant – Kris Thomas	957-3793
Warehouse Deliveries	Director of Buildings/Grounds – Gary Haines or Buildings/Grounds Administrative Assistant – Kara McNeer	957-3434 or 957-3435
Website	Communications Coordinator – Pat Howard	957-3418
Workman's Comp	Accounting Supervisor – Sandy Ely	957-3430
Work Orders	Director of Buildings/Grounds – Gary Haines or Buildings/Grounds Administrative Assistant – Kara McNeer	957-3434 or 957-3435