

2 0 2 1 - 2 0 2 2

New Hire Information



GRANT WOOD
AREA EDUCATION AGENCY

TABLE OF CONTENTS

| | |
|---|-------|
| Employee Self Service | 1 |
| Mileage Guidance | 2 |
| Travel Reimbursement Information | 3 |
| Electronic Expense Claims Reimbursement | 4-6 |
| Meal Reimbursement | 7 |
| Cell Phone | 8 |
| Tip Sheet for On-line Employment Calendars | 9-10 |
| Tip Sheet for On-line Leave Forms | 11 |
| Professional Leave Request/Reimbursement | 12-13 |
| Salary Schedule Lane Change Procedures | 14 |
| Floor Plans: | |
| 6 th Street Facility | 15-16 |
| 33 rd Avenue Facility | 17-18 |
| Tornado Safe & Fire Exit Plan | 19 |
| School Districts & Counties Served by GWAEA | 20 |
| Administrative Assistant Assignments | 21 |
| Management Assignments | 22 |
| Regions, Administrators, and Support Staff | 23 |
| Discipline Links & Leads | 24-25 |
| Grant Wood AEA Phone System | 26 |
| Voice Mail Instructions | 27 |
| MiTel Instructions | 28-29 |
| Van Mail Guidelines | 30-31 |
| Van Mail Routes/Calendar | 32 |

EMPLOYEE SELF SERVICE (ESS) System

Employees have access to online services which include the ability to 1) view payroll information, leave balances, job history and license information, 2) request leaves and calendar changes, schedule meeting rooms and 3) update address and emergency contact information.

To access your information, go to www.vista-iowa.com/ess/Login.cfm?dist=. From the Grant Wood AEA home page, select Staff Website, then select Employee Self Service.

At the Sign In screen, enter username (first initial, last name) and password. The password has temporarily been set to **gwaea10**. Enter Grant Wood AEA as School District. At the first login you will then be prompted to change your password to a new one of your choosing. If you forget your password, click "I forgot my password."

Once signed in, employees may have access to the following:

MY INFORMATION

| | |
|--------------------------|---|
| *Personal information | Make address & phone number changes |
| Payroll information | Access W-4 and payroll information |
| Payroll History | History Access payroll history |
| EFT, W-2, & 1095 History | History of previous forms |
| *Emergency Contacts | Make changes to emergency contacts |
| Job History | View history of employment as recorded in HR office |
| Training History | Access mandated training records and expiration dates |
| Licensing History | Access license records as recorded in HR office |

CLAIMS

Status of previously submitted mileage & expense claims

TIME CARD SYSTEM

Enter time card information (hourly staff only)

FORMS

| | |
|------------------------|--|
| Leave Form | Enter leave requests & check balance/history |
| Calendar/Change Form | Enter/edit personal work calendar |
| Agency Directed Travel | Enter requests and check history |

CONFERENCE ROOMS

Schedule conference rooms

VEHICLE RESERVATION

Make a reservation to use an Agency vehicle

***INSTRUCTIONS FOR NEW STAFF:**

- Please indicate release preferences for the following personal contact information
 - Home address
 - Home/cell phone
 - If you choose Agency Staff Only or Public, your phone number will be added to our automatic call list for notifications of Agency closures due to weather or other emergency situations. If you choose No One, you will not receive these calls.
 - Home email
- Please enter at least two emergency contacts

Mileage guidance

Please refer to Grant Wood AEA Business Services & Human Resources Procedures Manual, Reimbursement Claims System for further guidance. Below is pertinent information to guide you in entering mileage claims:

The mileage description should include location of departure and arrival. Please see your secretary with questions or Accounts Payable Technician, 399-6707 or mbendickson@gwaea.org. Employees should make their claims online by the last working day of each month. It is important that claims submitted for June fiscal year end be entered as soon as possible in July. Claims submitted for expenses that were incurred more than six months prior to month in which the claim is received by the business office will not be eligible for reimbursement. Payment for approved reimbursement claims is made the second Wednesday of each month.

Work-related travel and commute time:

1. All employees have a commute to and from work. IRS rules prohibit employees from being paid or reimbursed for their commuting time. Mileage from the employee's assigned Agency Center to and from home will not be reimbursed.
2. Employees who serve multiple client sites most often travel from their home to their first temporary assignment and from their last temporary assignment to their home.
 - When travel to the first and last temporary assignments takes as much time or less than travel to the employee's assigned Agency Center, the travel time is considered the commute and is not counted as part of the work day. (So the start time is when the employee is scheduled to begin work at the client site.)
 - When travel to the first and last temporary assignments takes longer than travel to the employee's assigned Agency Center, the travel time beyond the employee's usual commute is considered work-related travel and may be counted as part of the work day. So if the commute to the Agency Center is 20 minutes from the employee's home and the first work location is 30 minutes from the employee's home, the additional drive time of 10 minutes would be considered work time (7:50am start time if the first work appointment is 8am).

As a general rule, work-related travel within the service area that results in a longer work day is to be managed through a flex schedule for that work week within the 40-hour work week (rather than overtime or comp time).

Examples of correct mileage:

- 1) To districts: CR-Madison, IC-Lemme, or list individual buildings: Madison, Lemme, Mann, etc. Rural districts with single campuses are ok to list the city, i.e. Springville, Lone Tree, etc.
- 2) To home visits: HV CR, HV Vinton, etc. No student initials or names, please.

If you have multiple trips in one day to the same description, please list as Trip 1 and Trip 2, etc. This is so the business office does not see it is a duplicate claim.

If you are going to Des Moines, or a TQ event, or Agency Directed Travel, etc., please note that on each claim for mileage or a reimbursement. Also note where you are going, i.e. Des Moines, would be DM AD: Home-Wildwood-Grimes Building-Wildwood-Home.

This helps the Business Office and the auditors know exactly where staff are driving on a daily basis. They do not have access to your schedule, so listing "C, CR, Marion, CV," etc. does not give them enough information to quickly approve your mileage claims.



TRAVEL REIMBURSEMENT (Mileage reporting)

Example: Sally lives in Iowa City and is assigned to the Cedar Rapids Agency center, which is a distance of 27 miles from her home. She primarily works in the West Branch and Tipton school districts. The distance from Sally's home to Tipton is 28 miles. The distance from her home to West Branch is 15 miles.

Day 1: Sally drives from her home to Tipton (28 miles) and returns home from Tipton later in the day (28 miles) for a total of 56 miles. The distance from the Cedar Rapids office to Tipton is approximately 45 miles one way. Sally has appropriately calculated her mileage from her home, $28 + 28 = 56$ miles. **(Staff members will be reimbursed for mileage from home to first temporary assignment or Agency center to first temporary assignment whichever is less, and last temporary assignment to home or last temporary assignment to Agency center, whichever is less.)**

Day 2: Sally drives from her home to W. Branch (15 miles) and returns home from W. Branch later in the day for a total of 30 miles, which she claims. (Cedar Rapids Agency to W. Branch would be 46 miles one way.)

Day 3: Sally went to an all-day meeting at the Agency in Cedar Rapids (her assigned Agency center), and claims no mileage. **(Mileage from the employee's assigned Agency center to and from home will not be reimbursed.)**

Day 4: Sally drove to an all-day meeting at the Coralville office and was able to claim roundtrip mileage from her home to the CV office for a total of 14 miles. (The Coralville office is not her assigned Agency center. In this situation, the CV office would be her first and last "temporary assignment".)

Day 5: Sally drove to Cedar Rapids (27 commuter miles she cannot claim), and then to McKinley Middle School in Cedar Rapids, returning to the office afterwards (roundtrip of 7 miles). Then she went to an afternoon meeting at the Coralville office (which is not her assigned Agency) for a distance of 24 miles, and after the meeting drove 7 miles back to her home. Total reportable mileage of $7 + 24 + 7 = 38$ miles. **(Mileage driven between first and last assignments will be reimbursed.)**

Example: Katie is assigned to the Cedar Rapids Agency center, but her office is in her home in Center Point, and her assignment is in the Center Point, North Linn, Alburnett, and Central City school districts. The distance between Katie's home and each school she is assigned to is less than the distance between the CR Agency and each school, so she can claim mileage for travel from her home to any of the schools she serves.

Day 1: Katie travels from her home to Alburnett (12 miles). Later in the morning, she drives to the elementary school in Toddville and then back to Alburnett (roundtrip of 20 miles). She later leaves the school to make two home visits and adds 3 miles to her travel. At the end of the day, she drives the 12 miles back to her home. (Total reimbursable, business-related mileage is: $12 + 20 + 3 + 12 = 47$ miles.)

Day 2: Katie travels to the Cedar Rapids Agency center for an all-day meeting. She claims no mileage reimbursement, as this is her assigned Agency center.

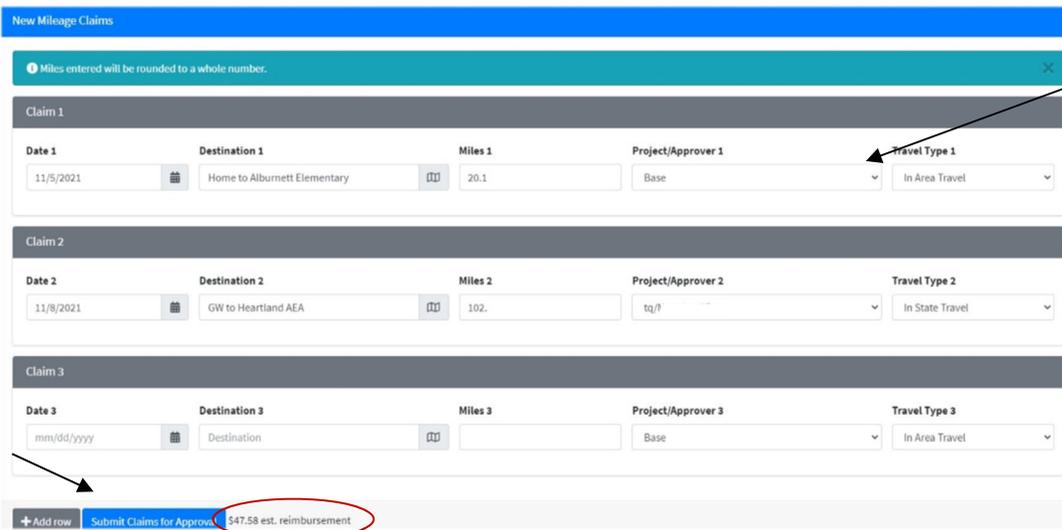
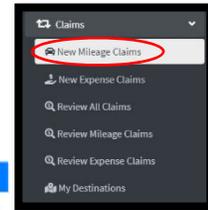
Example: Mary lives in Cedar Rapids and is assigned everyday to an Agency off-site program located in Iowa City, a one-way distance of about 30 miles. Mary cannot claim mileage reimbursement, as this travel would be considered "commuter" miles by the IRS. **(Staff members having a routine (regular) assignment will not be reimbursed for mileage to and from this routine (regular) assignment to and from home.)**

VISTA Iowa Claims System

Login to the Employee Self Service (ESS) site for your district.

Entering Mileage Claims

Step 1: Go to the Claims area on the left-hand side of the screen and choose **New Mileage Claims**.

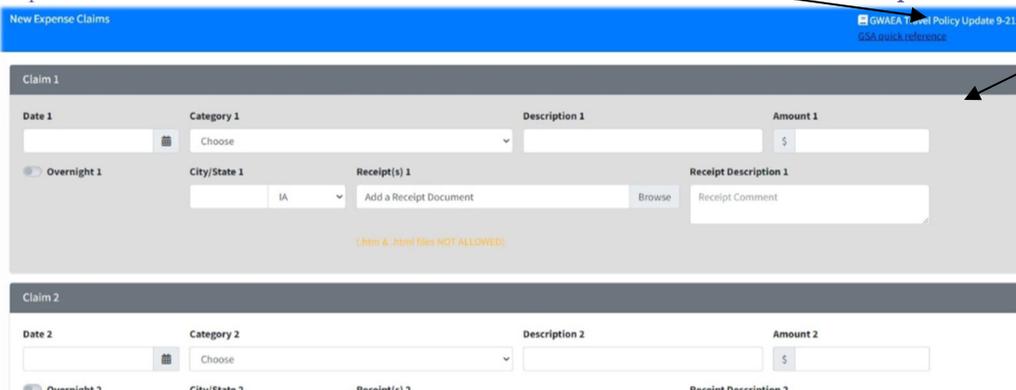
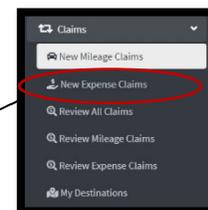
- Note that the District can provide guidelines for the submission of claims at the top of the data entry screen.
- Enter the date of travel.
- Enter the starting point, destination and miles, or click on the magnifying glass to see a list destinations with standard mileage.
- If the mileage is for a special project, click on the project drop down menu to switch the mileage expense to the special project instead of "base".

- Note that an estimated reimbursement amount appears on the screen.
- Select appropriate travel type if 'In State' or 'Out of State' mileage, if applicable for your entity.

Step 2: Click **Submit Claims**. The program will check for potential duplicates before adding the request as pending to the list at the bottom of the screen. You can make changes to any pending request by simply clicking on that line, or delete a pending request by clicking on the  .

Entering Expense Claims

Step 1: Go to the Claims area on the left-hand side of the screen and choose **New Expense Claims**.

- Note that the District can provide guidelines for the submission of claims at the top of the data entry screen.
- Enter the date of the claim, category, description, amount, and location.
- Specify whether the claim is for an overnight stay.
- Enter any explanation of the claim.

- Add receipts to the claim by clicking on the Browse icon. A second receipt can also be added on this screen. If there is a need for more than two receipts, submit the claim and then go to **Review Expense Claims** to continue adding receipt files. Some types of claims will require that a receipt be added to the record.

Step 2: Click **Submit Claims**. The program will check for potential duplicates before adding the request as pending to the list at the bottom of the screen. You can make changes to any pending request by simply clicking on that line. The program will also check to ensure that reimbursements do not exceed the daily maximum if set by the employer.

Other Features

Review All Claims

Click on Review all Claims to see a list of both mileage and expense claims. This window allows the user to easily search through claims by using the search criteria at the top of the screen. This window only allows the user to view the list of claims. Use % as a wildcard character when searching the Destination/Description Field.

Claims Status for [redacted]

Total Miles: 428.00 Total Amount: \$166.92 Total Estimated: \$166.92 (for claims displayed)

Records 1 to 20 of 101 << Previous Next >> Show [20] Redisplay List Clear Fields

| Type | Travel Date | Destination/Description | Miles | Amount | Status | Last Supr Action | Proof Document | Released |
|-------|-------------|------------------------------|-------|--------|------------------|------------------|----------------|------------|
| Miles | 10/19/2021 | home, wood, twain, home | 17.00 | 6.63 | Unfinished | | | |
| Miles | 10/18/2021 | home, wood, twain, home | 17.00 | 6.63 | Pending | 10/27/2021 | | 11/08/2021 |
| Miles | 10/15/2021 | home, twain, wood, cv office | 17.00 | 6.63 | Approved | 10/27/2021 | | 11/08/2021 |
| Miles | 10/14/2021 | home, cv, home | 38.00 | 14.82 | Refused | 10/27/2021 | | 11/08/2021 |
| Miles | 10/13/2021 | home, cv, home | 38.00 | 14.82 | Sent for Payment | 10/27/2021 | | 11/08/2021 |
| Miles | 10/13/2021 | home, cv, home | 38.00 | 14.82 | Adjusted | 10/27/2021 | | 11/08/2021 |
| Miles | 10/13/2021 | home, cv, home | 38.00 | 14.82 | Sent for Payment | 10/27/2021 | | 11/08/2021 |

Review Mileage Claims

Click on Review Mileage Claims to check on the status of a claim or make changes. Use % as a wildcard character when searching the Destination Field.

To adjust a claim, click on the appropriate line, make any necessary changes and then press Update or Delete to complete the transaction.

Total Miles: 87.00 Approved Amount: \$0.00 Estimated Amount: \$29.58 (for claims displayed)

Records 1 to 4 of 4 Show [20] Redisplay List Clear Fields

| Travel Date | Destination | Miles | Amount | Status | Last Supr Action | Released | Change Needed |
|-------------|--|-------|--------|---------|------------------|----------|---------------|
| 11/01/2021 | GWAEA/CVMS/LittleLambs/Hazel Point/Longfellow/GWAEA | 23.00 | | Pending | | | |
| 11/02/2021 | GWAEA/Hazel Point/Hand in [redacted] MACAP/Echo Hill/GWAEA | 27.00 | | Pending | | | |

Date: 11/01/2021 Destination: GWAEA/CVMS/LittleLambs/Hazel Point/Longfellow/GWAEA

Miles: 23.0 Project: base Travel Type: In Area Travel

[Update] [Delete] [Cancel] +Add New Claim

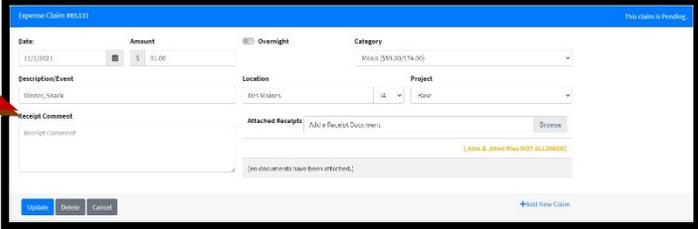
Review Expense Claims

Click on Review Expense Claims to check on the status of a claim or make changes.

To adjust a claim, click on the appropriate line, make any necessary changes and then press Update or Delete to complete the transaction. Additional receipts can also be added on this screen by choosing the Browse... button.

Records 1 to 2 of 2 Show 20 Redisplay List Clear Fields

| Claim# | Date | Description /Event | Amount | Status | Last Supr Action | Receipt | Released | Change Needed |
|--------|------------|--------------------|--------|---------|------------------|---------|----------|---------------|
| 85331 | 11/01/2021 | Dinner, Snack | 31.00 | Pending | | | | |
| 85332 | 11/02/2021 | Breakfast, Lunch | 18.00 | Pending | | | | |

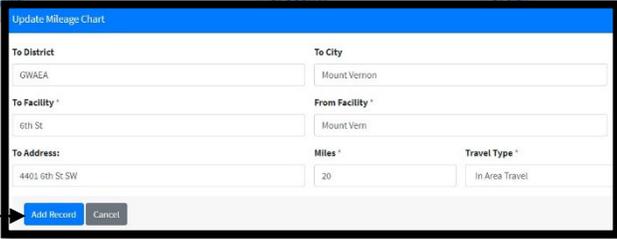


My Destinations

Use My Destinations to create a list of frequently traveled destinations and mileage. This list can be used to populate the Destination field when entering a mileage claim. Simply click on +Add a Record

No Records Found Show 20 Redisplay List Clear Fields

| From Facility# | To District | To Facility# | Miles |
|----------------|-------------|--------------|-------|
|----------------|-------------|--------------|-------|



Approval Process

The user will be notified via email when a claim has been approved, refused, or sent back for changes by the supervisor.

Meal Reimbursement

Reimbursement for Travel Expenses Policy # 7381
Administrative Regulation # 7381A

Reimbursement for meals shall not require receipts, but shall be eligible for reimbursement at the U.S. General Services Administration (“GSA”) domestic maximum reimbursement per diem rate (for FY 18).

A list of destinations and the corresponding reimbursement rates is available as a separate link (GSA quick reference) at the top of the New Expense Claims screen in the Claims section of the ESS System. (See excerpt below)

| STATE | DESTINATION | Day | Brkfst | Lunch | Dinner | snack |
|-------|----------------|------|--------|-------|--------|-------|
| IA | Des Moines | \$59 | \$13 | \$15 | \$26 | \$5 |
| IA | not Des Moines | \$51 | \$11 | \$12 | \$23 | \$5 |
| IL | Chicago | \$74 | \$17 | \$18 | \$34 | \$5 |

When claiming meal expenses, use the GSA quick reference to determine the amounts for which you are eligible. For example:

- 1) if you travel to Chicago, the meal reimbursement for a full day would be \$74. The full-day reimbursement amount includes the \$5 snack.
- 2) if you travel to Chicago mid-day, you would be eligible for individual meal reimbursement at a rate of \$18 for lunch, and \$34 for dinner. You are eligible to claim one \$5 reimbursement for a snack or non-alcoholic beverage each day in addition to your meals

* Note: In some instances, the GSA per diem rate may exceed the actual expense, and staff are to report meal combinations that most accurately reflect the actual expense.

There are only two reimbursement rates for the state of Iowa. The daily reimbursement rate in Des Moines is \$59. The daily reimbursement rate for all other destinations in Iowa is \$51. If you travel mid-day, you will submit one claim for the day indicating the snack and meals that are eligible for reimbursement.

For example:

| Date | Description | Amount |
|---------|---|---------|
| 7/9/18 | Des Moines – AEA Meeting lunch, dinner, snack | \$46.00 |
| 7/10/18 | Des Moines – full day meal reimbursement | \$59.00 |
| 7/11/18 | Des Moines – breakfast, snack | \$18.00 |

If you have any questions or need additional information, please contact Michelle Bendickson at ext. 6707.

Timelines for Claims Reimbursement

Mileage and other reimbursement requests are to be entered in the Claims section of the ESS system on a monthly basis. Those who enter a small number of claims may enter claims on a quarterly basis. Claims must be submitted timely, however, and any claims submitted more than **6 months** after expenses are incurred are **not** eligible for reimbursement.

For claims to be paid in a given month, employees must enter their claims by the last working day of the preceding month. Claims are approved by the supervisor by the third work day of each month. Claim payments are electronically transferred to the employee's designated bank account on the 2nd Wednesday of each month.

Employees will receive email notification of the electronic funds transfer (EFT) of their claims reimbursement, and employees may also log in to the ESS site to view their claims payment history under ‘Accounts Payable EFT History.’

Cell Phone

1. Highlight entire line of call that was work related (voicemail, client, etc.) showing entire phone number.
2. Total number of minutes for each page at the bottom
3. Grand total on top of page 1 with number of minutes x .13 cents per minute = total to be reimbursed
4. Enter in reimbursement claims system (expense claim, not mileage)
5. Attach entire bill to expense claim for each month

** Total to be reimbursed cap is \$30.00 per month.



Billing period
 May 10, 2020 - Jun 9, 2020
Account number
 [REDACTED]01

Sample Bill
319-123-1234
 iPhone

20 minutes x 0.13 = \$2.60 total
 May 2020 Bill

Talk activity

| Date | Time | Number | Origination | Destination | Min. | Airtime Charges | LD/Other Charges | Total |
|--------|----------|-------------|----------------|----------------|------|-----------------|------------------|-------|
| May 13 | 7:46 PM | [REDACTED] | Cedar Rapi, IA | Incoming, CL | 3 | -- | -- | -- |
| May 20 | 10:56 AM | [REDACTED] | Cedar Rapi, IA | Cedar Rpds, IA | 2 | -- | -- | -- |
| May 20 | 11:21 AM | [REDACTED] | Cedar Rapi, IA | Cedar Rpds, IA | 1 | -- | -- | -- |
| May 20 | 5:40 PM | [REDACTED] | Cedar Rapi, IA | Incoming, CL | 2 | -- | -- | -- |
| May 24 | 12:00 PM | [REDACTED] | Cedar Rapi, IA | Incoming, CL | 5 | -- | -- | -- |
| May 26 | 3:06 PM | [REDACTED] | Cedar Rapi, IA | Blairsburg, IA | 1 | -- | -- | -- |
| May 27 | 1:58 PM | [REDACTED] | Cedar Rapi, IA | Cedar Rpds, IA | 1 | -- | -- | -- |
| May 29 | 3:26 PM | [REDACTED] | Cedar Rapi, IA | Cedar Rpds, IA | 2 | -- | -- | -- |
| May 29 | 5:50 PM | [REDACTED] | Cedar Rapi, IA | Cedar Rpds, IA | 1 | -- | -- | -- |
| Jun 1 | 1:09 PM | [REDACTED]6 | Cedar Rapi, IA | Cedar Rpds, IA | 5 | -- | -- | -- |
| Jun 2 | 7:23 PM | [REDACTED] | Cedar Rapi, IA | Incoming, CL | 2 | -- | -- | -- |
| Jun 5 | 10:29 AM | [REDACTED] | Cedar Rapi, IA | Incoming, CL | 15 | -- | -- | -- |
| Jun 8 | 5:47 PM | [REDACTED] | Cedar Rapi, IA | Incoming, CL | 13 | -- | -- | -- |



Tip Sheet for On-line Employment Calendars

To access the on-line calendar forms from the Grant Wood AEA staff website, click the Employee Self Service tab.

Or use the following link: <https://business.gwaea.org/cfapps/gwess/Login.cfm?dist=9210>

To sign on, enter the first letter of your first name followed by your last name, no space. Password for initial sign on will be *gwaea10*. At the initial sign on you will be prompted to change your password.

Select **Calendar** on the left side of the screen (found in section titled Forms).

The dates shaded in grey and have a line through them are the dates the Agency is closed. These dates are considered non-working days unless the employee indicates otherwise (such as paid holidays for hourly staff when applicable).

At the top of the calendar you will see Base Contract Days and Work Days. Once you have completed your calendar these two fields should be equal.

You will notice the numbers in the top, right-hand corner of each month (22/22). The first number reflects the total number of days in the month the Agency is open. The second number reflects the number of days you have identified as work days during the month (this is to include paid holidays for hourly staff as applicable).

A legend is located at the bottom of the screen. A tip sheet with instructions on how to complete the calendar is accessible by clicking the blue question mark icon at the top of the form.

Select **Non-working days** (this is the default selection that is noted by a black dot in the circle at bottom) and begin to click on the dates that will be scheduled as non-work. These dates will then have a line through them to signify non-work. The dates shaded in grey are holiday/winter break dates and are non-contract days for contracted, management and salaried staff. When the days are to be counted as work days (such as paid holidays for classified or management support staff), you can click on the day so it is counted as work day.

For half days, go to the legend and choose **Half days (working)** (click in the circle at left for black dot to appear) and begin to click on the dates that will be scheduled as half work days. These dates will then be circled to signify a half work day. The Toggle area located directly above the Legend can be used if certain day(s) each month are to be non-work or half-days.

Remember, the base contract days and work days should be the same when you have completed your calendar. If not, you will need to go back and adjust as needed.

Once the calendar is completed and checked for accuracy, click the **Save Changes** button at the top. A message (in blue) will appear on the top right side of the screen that says "Record Updated, Change Form Generated." The calendar will now be available for you to view in **Calendar** or **Change Form History**.

If necessary, you are able to edit your calendar before it has been approved by your supervisor. To do this, go to **Calendar** and make changes as needed. Once completed, click **Save Changes**. A message (in blue) will appear on the top right side of the screen that says "Record Updated, Change Form Generated."

– continued on back –

Once your calendar is approved by your supervisor, you will receive an email from the online system. Your supervisor's name will not appear on the form until after the calendar has been approved. An online record of your initial calendar will be retained in your **Change Form History**. You may also print a paper copy for your records if needed. To print from **Calendar** mode, select the "Print Calendar" button at the top of the screen, then print from the file menu on your computer screen. Depending on what browser you are using the instructions may vary. To print from **Change Form History**, click on the calendar icon and then print from the toolbar menu on your computer screen.

To request a calendar change, go to **Calendar** and make the necessary changes as needed. Remember to note the reason for change, which should be revised for each calendar change. Once completed, click **Save Changes**. A message (in blue) will appear on the top right side of the screen that says "Record Updated, Change Form Generated." You can then print the calendar change form by clicking the "Print Change Form" button at the top of the screen. The change form will appear on your screen as a PDF document that you may print. The change form will also be retained and available for you to view under **Change Form History**. From **Change Form History** you may view the change request form (PDF document) or view the full calendar (which has been revised to reflect the calendar change request).

Once the change request form is approved by your supervisor, you will receive an email from the online system. Your supervisor's name will not appear on the change form until after the request has been approved. An online record of your change form will be retained in your **Change Form History**, and you may print a copy for your records if needed.



Tip Sheet for On-line Leave Forms

To access the on-line leave reporting system from the Grant Wood AEA staff website, click the Employee Self Service tab.

Or use the following link: <https://business.gwaea.org/cfapps/gwess/Login.cfm>

Choose **Leave Form** option on the left side of the screen (found in section titled Forms).

First time users must complete “My Standard Workday,” located at the bottom of the screen, and click “Save Preferences.” (This is needed so the system will calculate the leave hours correctly. You should only need to complete this section one time.)

At the top of the screen, enter the 1) date leave begins, 2) start time, 3) date leave ends and 4) end time of the leave.

- The calendar icon (located next to date fields) may be used to enter date.
- The clock icon (located next to time fields) may be used to enter time.
- After entering start/end dates and start/end times, click the calculator icon (located next to hours per day) and the total hours of the leave and hours per day will appear.
- Be sure to check that AM and PM have been entered correctly.

Select the type of leave you are requesting. Enter your reason for the absence and identify the person/event if you are requesting leave for emergency, family illness or bereavement.

Helpful hint: If you are entering a full day of leave, or multiple continuous full work days, you may enter the start and end date, type of leave, and reason for absence and click the calculator icon, or save changes. The system will autofill start and end times that are noted in your standard work day.

Review for accuracy the total leave hours and the leave type selected. When leave form is complete, click **Save Changes**. A message (in blue) will appear on the top right side of the screen that says “Record Added.” The leave form will now be in your **Leave Form History** for you to view, and the hours will be deducted from the leave balance. The form and leave hours will show as pending until all approvals have been provided for the leave request.

If necessary, you are able to edit your leave form before it has been approved by your supervisor. To do this, go to **Leave Form History**, select the Edit button and make changes as needed. Once completed, click **Save Changes**.

If a leave request cannot be approved for some reason (e.g., the leave requested is not available or applicable), you will receive an email from either the administrative assistant (in which case you are informed of the change needed and you are to edit the form as described above) or the supervisor (in which case you are informed of the change that has been made by the supervisor).

Once your leave form is approved by your supervisor, you will receive an email from the leave system. Your supervisor’s name will not appear on the form until after the leave has been approved. An online record of your leave form will be retained in your **Leave Form History**. You may also print a copy for your records if needed.

Professional Leave Request/Reimbursement is now in the ESS System

- Professional Leave Requests/Reimbursements are now housed online in the Employee Self Service system
- The 'enter 15 Agency days in advance' timeline still applies
- Balance showed online is not 'real time', just what has been paid out
 - For example, if you have \$100.00, request to take a PD event for \$10.00, your balance will show \$100.00 until that PD event Reimbursement has been initiated
 - Please be mindful of what you have requested to use money for, as it will not 'encumber' the money in your balance.

To enter a Professional Leave Request:

1. Staff Website
2. Login
3. Click on Professional Leave (under Agency Directed Travel) on the left
4. Click the **green button** for New Professional Leave

my employer
GRANT WOOD
AREA EDUCATION AGENCY

my information

- ▶ Personal Information
- ▶ Payroll Information
- ▶ Payroll Payment History
- ▶ W-2 History
- ▶ Emergency Contacts
- ▶ Job History
- ▶ Training History
- ▶ Licensing History
- ▶ Grant Wood Time Card System

Professional Leave

Total Available Dollars: \$ 0
Available Book/Software/DVD Dollars: \$ 0
Available Technology Equipment Dollars: \$ 0
Available Hours: 0

| Account | % |
|-----------------------------|----|
| E10-2-2411-000-0000-000-xxx | 90 |
| E10-4-2411-000-0000-000-xxx | 10 |

New Professional Leave Staff: Steffensmeier, Elizabe

No Records Found Show 20

| Request Dt | Type | Name and/or Type | Attachments | Amount | Approval |
|------------|------|------------------|-------------|--------|----------|
|------------|------|------------------|-------------|--------|----------|

for assistance with this module please contact Greg Bickal

Forms

- ▶ Leave Form
- ▶ Leave Balances/History
- ▶ Calendar
- ▶ Change Form History
- ▶ Agency Directed Travel Request
- ▶ Professional Leave
- ▶ Staff Photo
- ▶ Policy Verification

5. Select what type of Request (for this example I am choosing Conference Event)
6. Enter in your Date of Conference, Date of Departure/Return, Sponsor, etc

Total Amount of Professional Leave Request: Hours Dollars 

Will coursework be taken for salary schedule advancement purposes Yes No

Conference Event

Date Conference From Time:

Date Conference To Time:

Anticipated Travel Departure Time:

Anticipated Travel Return Time:

Conference Sponsor (No initials, please)

Name and/or Type of Conference

Purpose of Conference (topic, anticipated outcome, etc.)

Conference Location

Personal Vehicle # of Miles:

Air Fare Comments:

Ground Transportation Comments:

Parking Comments:

Lodging # of days:

Registration Fee Comments:

Other Specify:

Meals (Total Meals Estimated)

Total Estimated Conference Event Expenses

Attachments

7. ‘Attachments’ portion is very important – you **MUST** save any brochures/pamphlets/receipts/print screen/emails, etc pertaining to your conference/PD event/purchase as a PDF to your desktop and upload it. Your request will NOT be submitted if it needs extra paperwork attached (Description of Claim, Proof of Payment, Proof of Attendance).
8. To Attach, save your item to your desktop as a PDF, then hit the ‘browse’ button and open it. It will automatically attach to the form
9. HIT THE CALCULATOR BUTTON (see **red** arrow) at the top of the form
10. Click ‘Save Changes’ at the top
11. You are done. The program will then alert me to review it and send it to your Regional Administrator and then to the Program Services Administrator for final approval

To Initiate a Reimbursement:

1. Go into your original Leave Request
2. Click ‘Initiate Reimbursement’ button
3. Follow the same process as the Request (Steps 7 through 11), only this time add in your actual costs incurred.

Staff

| Account |
|------------------------|
| E10-2-2411-000-0000-00 |
| E10-4-2411-000-0000-00 |

Total Amount of Professional Leave Request: Hours Dollars

Salary Schedule Lane Change Procedures

The Master Contract for Contracted Staff, (Article 14, Salary Schedule Placement, paragraphs E and F) addresses advancement on the salary schedule.

Additional approved course credits (semester hours) are to be secured by September 1 of the contract year and evidence of the additional course credits are to be submitted to the Human Resources Office by October 1.

Application forms for Salary Lane Change are available online from the Staff Website under the HR & Business Office tab, or by following this link: [http://web1.gwaea.org/intranet/Application for Salary Schedule Lane Change.docx](http://web1.gwaea.org/intranet/Application%20for%20Salary%20Schedule%20Lane%20Change.docx) . The online form is fillable up to the signature line. Employees are advised to complete and submit application to their Supervisor before taking any coursework. In this way employees are informed whether the coursework has been approved for lane advancement purposes. Applications must include copies of the course description(s). Upon completion of coursework, evidence of successful completion is to be submitted to the Human Resources Office.

When employees secure the required 15 course credits to advance on the Salary Schedule, salary changes are presented to the Board at the regular meeting in October. Once approved by the Board, modified contracts are issued to reflect the salary change and the change is retroactive to the beginning of the work year. (Note: if sufficient credits and evidence are submitted well in advance of the contract year's first pay period, it's possible the lane change may be considered prior to the October Board meeting.)

Guidelines for Eligible Coursework

Criteria for approved coursework to be eligible for lane advancement include:

1. Course content is considered job related/relevant as approved in advance by the supervisor.
2. Course credit is graduate level.
3. Course credit is awarded by an accredited college or university as verified by HR.
4. Online coursework meets the requirement for regular and substantive instructor-student interaction. As an exception, correspondence/self-paced courses through third-party private providers (such as VESI, Siedow Teacher Education, etc.) may be accepted up to a maximum of 6 credit hours.
5. Online graduate credit taken through in-state providers (AEA PD Online, Drake, Morningside, etc), where instruction requires some form of regular interaction, may be eligible on an unlimited basis when taken directly through the credit-granting institution (and not through third-party providers).
6. The lane change request meets provisions of the Master Contract as approved by HR.

Employees may advance up to one lane per year. Employees must make personal payment for course tuition in order for approved coursework to be eligible for salary schedule advancement.

Professional Leave

When professional leave days are used for a course, coursework is eligible for salary schedule advancement (full-time staff receive up to 3 professional leave days each year; unused days may carry over to a maximum total of 5 days in one year).

In addition to utilizing professional leave days, professional leave monies may be used to reimburse course tuition. Coursework paid with professional leave monies, however, is not eligible for salary schedule advancement.

Coursework taken on Agency time (outside of professional leave days) is not eligible for salary schedule advancement. If professional leave days are not available or the staff member does not wish to utilize professional leave days, staff members may submit a calendar change request to their supervisor in order to attend courses on non-work days so the course may be eligible for salary schedule advancement purposes.

Agency-directed Activities

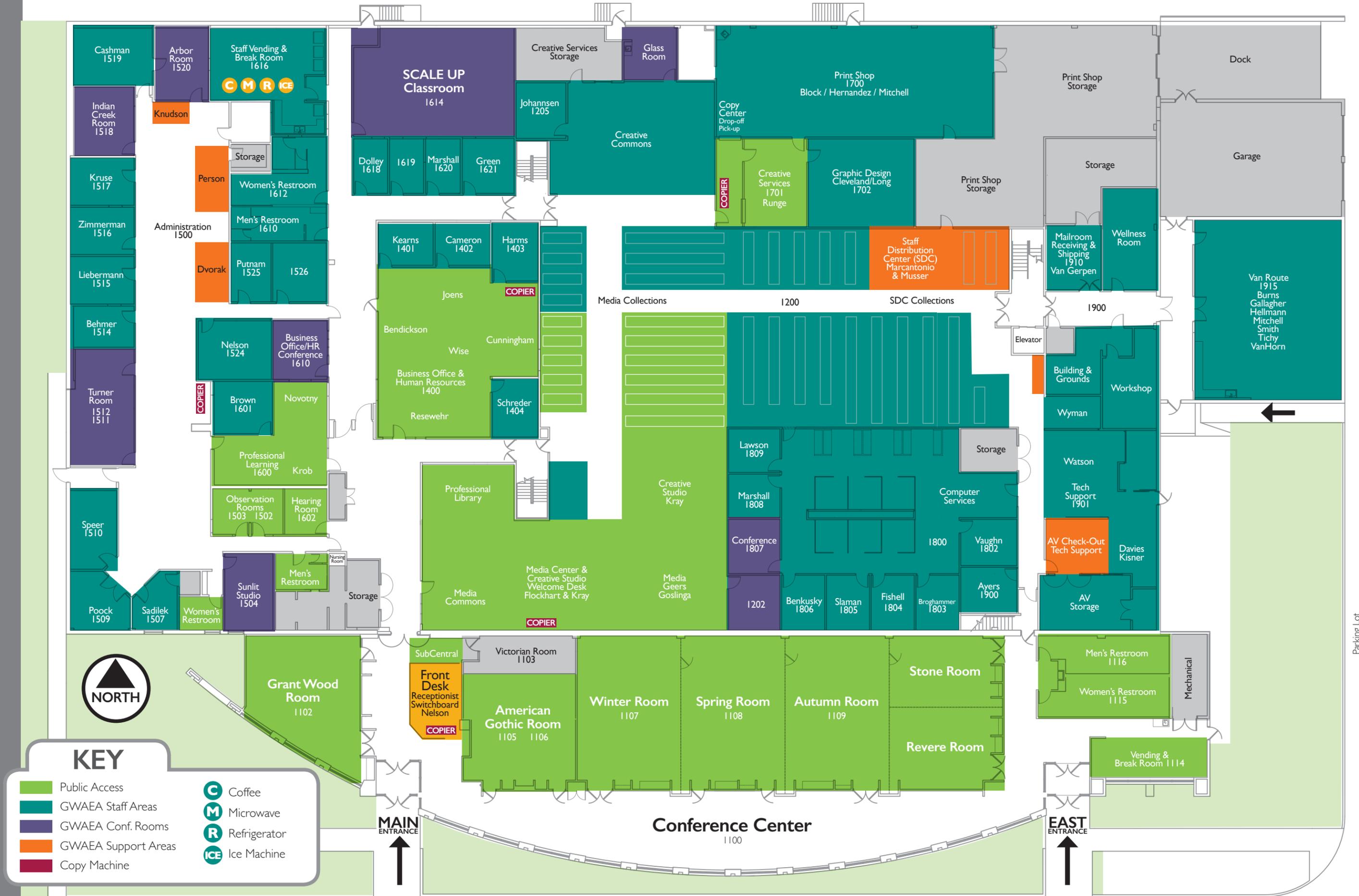
Coursework taken during Agency-directed activities may be eligible for salary schedule advancement if the staff member a) uses professional leave days, b) elects not to be paid for the time and instead uses non-work days, or c) uses some combination of professional leave and non-work days.

Eligible expenses related to the Agency-directed activity (such as lodging, mileage, meals, etc) would be paid by the Agency, since the Agency is directing the staff member to attend. In these situations, 1) a professional leave request form is submitted to request professional leave days to be used (no expenses to be paid with professional leave monies) and 2) an Agency-Directed Travel Request form is completed for the Agency expenses to be paid (lodging, mileage, etc.).

For non-work days, the supervisor is to note on the Agency-Directed form that per diem payment (salary) is not approved

Sixth Street Facility – First Floor

Hawkeye Downs ↑



KEY

- Public Access
- GWAEA Staff Areas
- GWAEA Conf. Rooms
- GWAEA Support Areas
- Copy Machine
- C Coffee
- M Microwave
- R Refrigerator
- ICE Ice Machine

NOTE: Numbers on this map indicate Room/Area numbers *NOT* phone extensions.
 last updated July 19, 2021

Parking Lot

Parking Lot

Sixth Street Facility – Second Floor

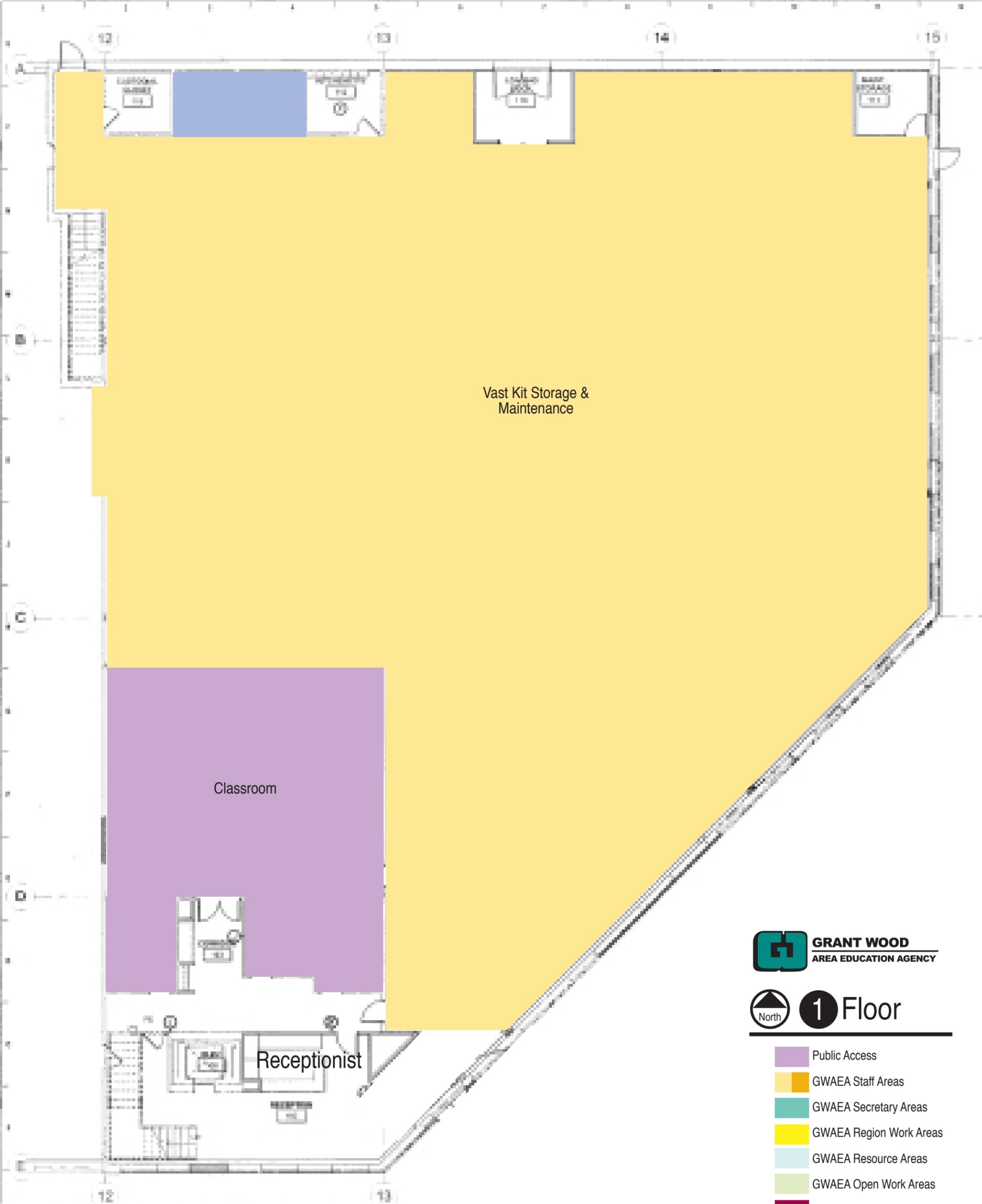


KEY

- GWAEA Staff Areas
- GWAEA Secretary Areas
- GWAEA Resource Areas
- Conference Rooms
- Open Work Areas
- Copy Machine
- C Coffee
- M Microwave
- R Refrigerator

NOTE: Numbers on this map indicate Room/ Area numbers NOT phone extensions.
last updated July 19, 2021

Grant Wood AEA | 33rd Avenue



North **1** Floor

- Public Access
- GWAEA Staff Areas
- GWAEA Secretary Areas
- GWAEA Region Work Areas
- GWAEA Resource Areas
- GWAEA Open Work Areas
- Copy Areas
- C Coffee
- M Microwave
- R Refrigerator

Grant Wood AEA | 33rd Avenue



GRANT WOOD
AREA EDUCATION AGENCY

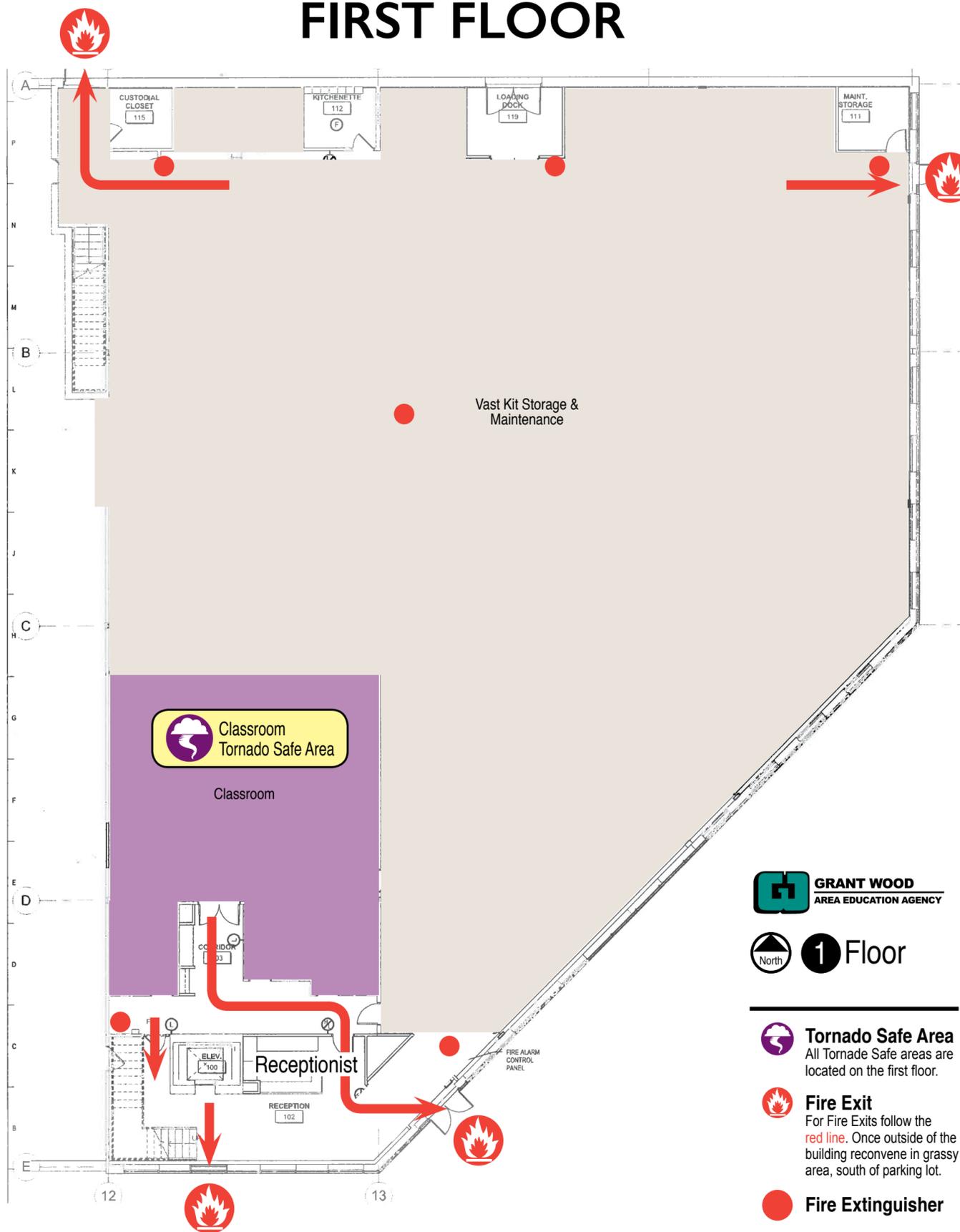
North **2** Floor

- GWAEA Staff Areas
- GWAEA Secretary Areas
- GWAEA Region Work Areas
- GWAEA Resource Areas
- GWAEA Open Work Areas
- Copy Areas

- C Coffee
- M Microwave
- R Refrigerator

Tornado Safe & Fire Exit Plan

FIRST FLOOR



GRANT WOOD
AREA EDUCATION AGENCY

North **1** Floor

Tornado Safe Area
All Tornado Safe areas are located on the first floor.

Fire Exit
For Fire Exits follow the red line. Once outside of the building reconvene in grassy area, south of parking lot.

Fire Extinguisher

SECOND FLOOR



GRANT WOOD
AREA EDUCATION AGENCY

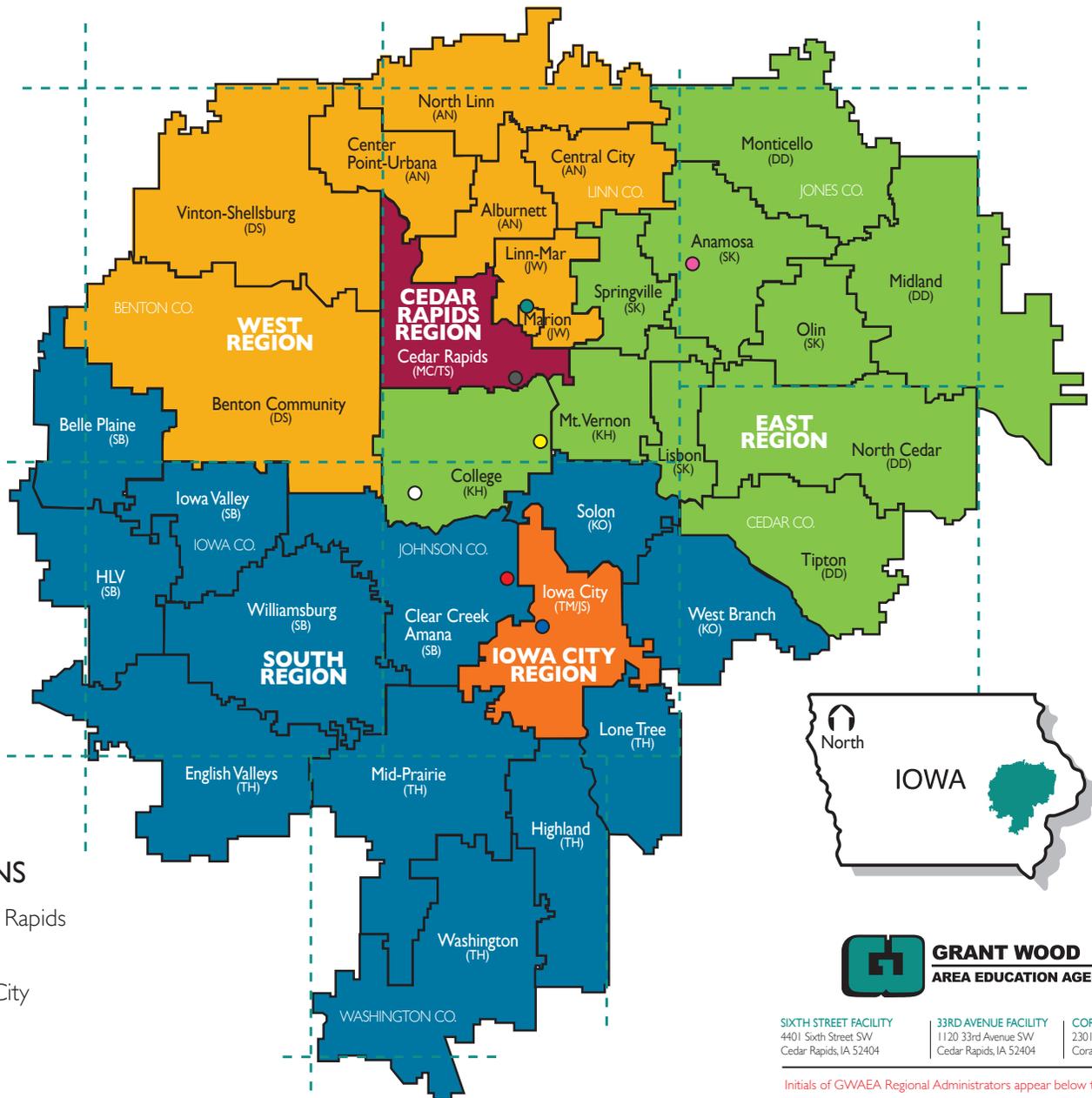
North **2** Floor

Tornado Safe Area
All Tornado Safe areas are located on the first floor.

Fire Exit
For Fire Exits follow the red line. Once outside of the building reconvene in grassy area, south of parking lot.

Fire Extinguisher

2021-2022 SCHOOL DISTRICTS AND COUNTIES SERVED BY GRANT WOOD AREA EDUCATION AGENCY



ADMINISTRATION

- John Speer**
Chief Administrator
- Maria Cashman**
Associate Chief Administrator/
Executive Director of Special Education
- Tracy Liebermann**
Director of Teaching and Learning
- Bill Poock**
Director of Teaching and Learning
- John Zimmerman**
Director of Teaching and Learning
- Barb Harms**
Director of Business Services
- Jackie Schreder**
Director of Human Resources
- Renee Nelson**
Director of Communications

PROGRAM MANAGERS

- Stacy Behmer**
Coordinator of Digital Learning/Media Services
- Nicole Brown**
Professional Development Coordinator
- Melissa Grennan**
Early Education Administrator
- Tara Johannsen**
Creative Services Supervisor
- Sarah Kruse**
Facilitator
- Jason Marshall**
Coordinator of Educational/
Informational Technology Services

REGIONAL ADMINISTRATORS

- Shane Boeve (SB)**
- Megan Clark (MC)**
- Danielle Donnelly (DD)**
- Kristi Hicks (KH)**
- Tina Hoffman (TH)**
- Shannon Kehoe (SK)**
- Terri McGraw (TM)**
- Ann Norton (AN)**
- Kim Owen (KO)**
- Tim Salmon (TS)**
- Julie Stoneking (JS)**
- Darrin Strike (DS)**
- Jill Weigel (JW)**

OFF SITE PROGRAMS

- Sam Hostetler**
Off-Site Programs Administrator
- GWAEA Behavior Programs
- Anamosa State Penitentiary
- Foundation II Shelter
- IMCC (Oakdale)
- Linn County Detention
- Project VITAL
- Youth Emergency Shelter

Administrative Assistant Assignments 2021-2022

| | | | | | |
|---|---|---|--|---|--|
| <p align="center">Nicole West Region (Ann/Darrin/Jill)</p> <ul style="list-style-type: none"> • Curriculum Directors • ELL • Math • Talented/Gifted • CISM • TCIT • SSW • Common Learning | <p align="center">Josie East Region (Shannon/Danielle/Kristi)</p> <ul style="list-style-type: none"> • SEBMH/Wellbeing <ul style="list-style-type: none"> ○ Behavior Coaches ○ PBIS ○ ISF • Challenging Behavior <ul style="list-style-type: none"> ○ Referrals • Emergent Lit • GEL • SPEL • Social Studies • Reading Recovery • School Improvement | <p align="center">Elizabeth Early ACCESS/Early Childhood (Melissa/Kim/Sam)</p> <ul style="list-style-type: none"> • Early ACCESS: <ul style="list-style-type: none"> ○ EA Autism ○ EA Svce Coord ○ EA Educators • Early Childhood: <ul style="list-style-type: none"> ○ CART ○ EC/PBIS • Consultants • CPI • FEP • Offsite Programs | <p align="center">Lisa Cedar Rapids Region (Megan/Tim)</p> <ul style="list-style-type: none"> • Hearing • SLP/SLP Paras • 2nd Floor Supply Cabinets - 6th • Support Team Communications | <p align="center">Donna 33rd Ave (Darrin/Danielle/Tara)</p> <ul style="list-style-type: none"> • CTE/Perkins • Facilities - 33rd • 33rd Receptionist • Autism • Science • Supply Cabinets 33rd • VAST | <p align="center">Sue Iowa City Region (Terri/Juliei)</p> <ul style="list-style-type: none"> • Psych • SE Consultants • TLC • Facilities - CV • Coralville Receptionist (w/Jodi) |
| <p align="center">Jodi South Region (Tina/Kim/Shane)</p> <ul style="list-style-type: none"> • Adaptive PE • Alternate Assessment • Internal Mentoring • OT/COTA • PT • Supply Cabinets - CV • Transition • Vision • Coralville Receptionist (w/Sue) | <p align="center">Meg (Kim)</p> <ul style="list-style-type: none"> • External Induction/ Mentoring <p align="center">Dulcie (Jason)</p> <ul style="list-style-type: none"> • Agency Metrics • Computer Services • State IMS • SubCentral • Tech Support | <p align="center">Gayle (Melissa)</p> <ul style="list-style-type: none"> • Referrals for 0-5: <ul style="list-style-type: none"> ○ EA/EC ○ CART/ Hearing • Interpreters <p align="center">Linda (Melissa)</p> <ul style="list-style-type: none"> • Web IFSP Admin <ul style="list-style-type: none"> ○ EA Compliance ○ DE Liaison | <p align="center">Susan (Nicole)</p> <ul style="list-style-type: none"> • YMFHA • Course Registrations/Transcripts/ License Renewal (with Kim) • AEA Learning Online and required staff trainings (with Kim) <p align="center">Kim (Nicole)</p> <ul style="list-style-type: none"> • TQ • PD Room Reservations • Course Registrations/Transcripts/ License Renewal (with Susan) • AEA Learning Online and required staff trainings (with Susan) | <p align="center">Jessica (Maria, Sarah)</p> <ul style="list-style-type: none"> • Added Days • BIRT • Child Find • IMS <p align="center">Becky (Bill, Renee)</p> <ul style="list-style-type: none"> • Mediation • Significant Disabilities • IDEA • Surrogate | <p align="center">Connie (John Z, Tracy, Stacy)</p> <ul style="list-style-type: none"> • AAC • Assistive Tech • Blended/Personal Learning • Digital Learning • Media • Org Leadership <p align="center">Melissa (John S)</p> <ul style="list-style-type: none"> • Board |

Management Assignments with Administrators 2021-2022

updated 6/8/21 jk

| | | | | | | |
|--|--|---|---|---|--|---|
| <p><u>Shannon -East</u> Anamosa Lisbon Olin Springville</p> <p><i>GEL SPEL Social Studies</i></p> | <p><u>Danielle - East</u> Midland Monticello North Cedar Tipton</p> <p><i>Autism (SEE-KS) School Improvement Mediation</i></p> | <p><u>Kristi - East</u> College Community Mt. Vernon</p> <p><i>SEBH/Wellbeing</i></p> <ul style="list-style-type: none"> ● Behavior Coaches ● PBIS ● ISF ● Challenging Behavior | <p><u>Tina - South</u> English Valleys Highland Lone Tree Mid-Prairie Washington</p> <p><i>Hiring Internal Mentoring Alt. Assessment Vision Significant Disabilities Transition</i></p> | <p><u>Shane - South</u> Belle Plaine Clear Creek Amana HLV Iowa Valley Williamsburg</p> <p><i>APE OT/COTA PT</i></p> | <p><u>Kim - South</u> Solon West Branch</p> <p><i>FEP Hiring New Teacher Center SubCentral</i></p> | <p><u>Sam-Off-Site</u> <u>Administrator</u> <i>GWAEA Behavior Programs</i></p> <p>Off-sites</p> <ul style="list-style-type: none"> ● Anamosa State Penn ● Foundation 2 ● IMCC (Oakdale) ● Linn County Det ● VITAL ● YES <p><i>CPI</i></p> |
| <p><u>Terri - IC</u> Iowa City</p> <p><i>Hiring SE Consultants SDI Link</i></p> | <p><u>Julie - IC</u> Iowa City</p> <p><i>Psychologists TLC</i></p> | <p><u>Ann- West</u> Alburnett Center Point-Urbana Central City North Linn</p> <p><i>Curriculum Directors ELL Hiring Math Talented & Gifted</i></p> | <p><u>Jill- West</u> Linn-Mar Marion</p> <p><i>CISM Mediation SSW TCIT</i></p> | <p><u>Darrin- West</u> Benton Vinton-Shellsburg</p> <p><i>CTE/Perkins Future Ready Science/VAST</i></p> | <p><u>Megan - CR</u> Cedar Rapids</p> <p><i>SLP</i></p> | <p><u>Tim - CR</u> Cedar Rapids</p> <p><i>Hearing Mediation Support Team</i></p> |
| <p>Tara – Creative Services Supervisor Facilities Van Delivery</p> <hr/> <p>Nicole – Prof Development Coord Eval Approval Teacher Quality YMHA</p> <hr/> <p>Renee – Director of Communications First Responder Training Legislative Advocacy Zone Leaders</p> | <p>Stacy – Coord of Digital Learning /Media Services AAC AT Blended Learning Digital Learning SDC</p> <hr/> <p>Sarah - Facilitator BIRT Child Find IMS Co-Link EC/EA</p> <hr/> <p>Barb – Director of Business Services MIIP</p> | <p>Jason – Coord Ed /Info Tech Services LEA Tech Directors</p> <hr/> <p>Jackie – Dir of HR Equity Committee GROW Committee Induction and PI</p> <hr/> <p>Melissa– Early Ed Administrator (EA/EC) EA Autism EC PBIS EC CART</p> | <p>John – Chief Administrator Maria Cashman Barb Harms Renee Nelson Melissa Sadilek</p> <hr/> <p>Maria–Assoc.Chief Admin/Exec Dir SE Melissa Grennan Jessica Knudson Sarah Kruse Tracy Liebermann Bill Poock Jackie Schreder John Zimmerman</p> | <p>Bill – DTL Nicole Brown Danielle Donnelly Shannon Kehoe Ann Norton Becky Person Darrin Strike Jill Weigel</p> | <p>John Z. – DTL Stacy Behmer Shane Boeve Connie Dvorak Tina Hoffman Tara Johannsen Jason Marshall Kim Owen</p> | <p>Tracy – DTL Megan Clark Kristi Hicks Sam Hostetler Terri McGraw Tim Salmon Julie Stoneking</p> |

**2021-2022
Regions, Administrators and Support Staff**

| | |
|---|-----------|
| CR | TL |
| Megan Clark 399-6847 <i>Lisa Becker</i> Cell: 319-321-0875 399-6821 Cedar Rapids | |

| | |
|--|-----------|
| EAST | BP |
| Shannon Kehoe 399-6793 <i>Josie Hester</i> Cell: 319-721-7208 399-6851 Anamosa Olin Lisbon Springville | |

| | |
|--|-----------|
| CR | TL |
| Tim Salmon 399-6535 <i>Lisa Becker</i> Cell: 515-419-9679 399-6821 Cedar Rapids | |

| | |
|--|-----------|
| EAST | BP |
| Danielle Donnelly 399-6850 <i>Josie Hester</i> Cell: 319-240-0327 399-6851 Midland North Cedar Monticello Tipton | |

| | |
|--|-----------|
| IC | TL |
| Julie Stoneking 626-1153 <i>Sue Heath</i> Cell: 563-260-4213 626-1137 Iowa City | |

| | |
|---|-----------|
| EAST | TL |
| Kristi Hicks 399-6810 <i>Josie Hester</i> Cell: 319-533-5485 399-6851 College Mt Vernon | |

| | |
|---|-----------|
| IC | TL |
| Terri McGraw 626-1221 <i>Sue Heath</i> Cell: 319-430-9480 626-1137 Iowa City | |

| | |
|---|-----------|
| SOUTH | JZ |
| Shane Boeve 626-1136 <i>Jodi Flynn</i> Cell: 319-383-8843 626-1161 Belle Plaine Iowa Valley Clear Creek-Amana Williamsburg HLV | |

| | |
|--|-----------|
| WEST | BP |
| Ann Norton 399-6455 <i>Nicole Clymer</i> Cell: 319-480-1477 399-6757 Alburnett Central City Center Point-Urbana North Linn | |

| | |
|--|-----------|
| SOUTH | JZ |
| Tina Hoffman 626-1138 <i>Jodi Flynn</i> Cell: 319-360-3053 626-1161 English Valleys Mid-Prairie Highland Washington Lone Tree | |

| | |
|--|-----------|
| WEST | BP |
| Darrin Strike 399-6516 <i>Nicole Clymer</i> Cell: 641-210-8655 399-6757 Benton Vinton-Shellsburg | |

| | |
|---|-----------|
| WEST | BP |
| Jill Weigel 399-6464 <i>Nicole Clymer</i> Cell: 319-573-1980 399-6757 Linn Mar Marion | |

| | |
|---|-----------|
| SOUTH | JZ |
| Kim Owen 399-6803 <i>Jodi Flynn</i> Cell: 319-481-0339 626-1161 Solon West Branch | |

| | |
|--|-----------|
| Off-Sites | TL |
| Sam Hostetler 399-6440 <i>Donna Alger</i> Cell: 612-360-4087 399-6777 Anamosa State Penn Linn County Detention Foundation II VITAL Oakdale Youth Emergency Shelter | |

Associate Chief Administrator/Executive Director of Special Education
Maria Cashman **399-6847** *Jessica Knudson 399-6801*

Facilitator
Sarah Kruse **399-6806** *Jessica Knudson 399-6801*

Director of Teaching and Learning
John Zimmerman **399-6732** *Connie Dvorak 399-6737*
Tracy Liebermann **399-6469** *Connie Dvorak 399-6737*
Bill Pooch **399-6783** *Becky Person 399-6804*

Early Education Administrator
Melissa Grennan **phone** *Elizabeth Gants 399-6849*

EA/EC Referrals 399-6746 *Gayle Frescoln*
Web IFSP Administrator 399-6508 *Linda Elliott*

Additional Notes:
Bill will supervise **Becky, Nicole**
John will supervise **Connie, Jason, Stacy, Tara**
Maria will supervise **Bill, Jackie, Jessica, John, Melissa, Sarah, Tracy**
John Speer will supervise **Barb, Maria, Melissa, Renee**

This list is color coded. RA's supervisor is listed in same color font.

**Discipline Links and Leads
2021-2022**

| Discipline/Team | Link Lead | Support |
|--|--|------------------------|
| AAC | Stacy Behmer <i>Jessica Krob</i> | <i>Connie Dvorak</i> |
| APE | Shane Boeve <i>Rhyanne Hartwig</i> | <i>Jodi Flynn</i> |
| Alternate Assessment | Tina Hoffman <i>Terri Knipper</i> | <i>Jodi Flynn</i> |
| Assistive Technology | Stacy Behmer <i>Kelli Robertson</i> | <i>Connie Dvorak</i> |
| Autism | Danielle Donnelly <i>Michelle Sunner</i> <i>Michelle Nuehring</i> | <i>Donna Alger</i> |
| SEBH Coaches | Kristi Hicks <i>Teresa Grider-Baker</i> | <i>Josie Hester</i> |
| Blended Learning | Stacy Behmer <i>Beth Swantz</i> <i>Mindy Cairney</i> | <i>Connie Dvorak</i> |
| Brain Injury Resource Team (BIRT) | Sarah Kruse <i>Vicki Klein Girard</i> | <i>Jessica Knudson</i> |
| Challenging Behavior Team (CBST) | Kristi Hicks <i>Amy Graber</i> | <i>Josie Hester</i> |
| Child Find Team | Sarah Kruse <i>Hillary Prall</i> <i>Tonya Vitense</i> | <i>Jessica Knudson</i> |
| CISM | Jill Weigel <i>Katy Lee</i> <i>Sharon Clark</i> | <i>Nicole Clymer</i> |
| Competent Private Instruction (CPI) | TBD <i>Erikka Vosmek</i> | TBD |
| Computer Science | Stacy Behmer <i>Corey Rogers</i> | <i>Connie Dvorak</i> |
| Crisis Prevention Intervention (CPI) (Learning Supports) | Sam Hostetler <i>Terri Knipper</i> <i>Brandee Gehl</i> | <i>Elizabeth Gants</i> |
| CTE | Darrin Strike <i>Chad Blanchard</i> | <i>Donna Alger</i> |
| Digital Learning Consultants | Stacy Behmer | <i>Connie Dvorak</i> |
| Early ACCESS | Melissa Grennan Sarah Kruse <i>Susan Thuma-Rew</i> <i>Kara Gruber</i> | <i>Elizabeth Gants</i> |
| Early Childhood | Melissa Grennan Sarah Kruse <i>Samantha Collins</i> | <i>Elizabeth Gants</i> |
| ELL | Ann Norton <i>Lynn Tiemann</i> | <i>Nicole Clymer</i> |
| Emergent Literacy | Shannon Kehoe <i>Alaina Daters</i> | <i>Josie Hester</i> |
| Hearing | Tim Salmon <i>Kim Lestina</i> <i>Kelly Varnum</i> | <i>Lisa Becker</i> |

**Discipline Links and Leads
2021-2022**

| | | |
|--|--|--|
| Literacy (GenEd) | Shannon Kehoe <i>Laura Johnson Jess Quandahl</i> | <i>Josie Hester</i> |
| Math | Ann Norton <i>Janet Greene Amy Keller</i> | <i>Nicole Clymer</i> |
| Mentoring/Induction | Kim Owen (External) <i>Becky Gardemann</i> Tina Hoffman (Internal Mentoring) <i>Patrick Lussenhop</i> | <i>Meg Gillette (External)</i> <i>Jodi Flynn (Internal Mentoring)</i> |
| Occupational Therapy | Shane Boeve <i>Audrey White Monica Packard</i> | <i>Jodi Flynn</i> |
| PBIS | Kristi Hicks <i>Tammy Beener Erin Welsh</i> | <i>Josie Hester</i> |
| ISF | Kristi Hicks Tammy McSweeney Katy Lee | <i>Josie Hester</i> |
| Perkins Grant | Darrin Strike <i>Chad Blanchard</i> | <i>Donna Alger</i> |
| Physical Therapy | Shane Boeve <i>Colleen Knipper</i> | <i>Jodi Flynn</i> |
| Regional Planning Partnership (RPP) (Career/Tech Education) | Darrin Strike <i>Chad Blanchard</i> | <i>Melissa Sadilek Donna Alger</i> |
| School Psychology | Julie Stoneking <i>Sharon Clark</i> | <i>Sue Heath</i> |
| School Improvement | Danielle Donnelly <i>Chad Blanchard Dawn Kruse</i> | <i>Josie Hester</i> |
| School Social Work | Jill Weigel <i>Shana Wagner Julie King</i> | <i>Nicole Clymer</i> |
| Science | Darrin Strike <i>Steve Bartlett Laura Musser</i> | <i>Donna Alger</i> |
| Social Studies | Shannon Kehoe | <i>Josie Hester</i> |
| Special Ed Literacy Team | Shannon Kehoe <i>Ronda Hilbert</i> | <i>Josie Hester</i> |
| Special Ed Consultant | Terri McGraw <i>Sheryl Yates Brandee Gehl</i> | <i>Sue Heath</i> |
| Speech-Language Pathologist | Megan Clark <i>Tracy Petersen Olivia Farrell</i> | <i>Lisa Becker</i> |
| Support Team | Tim Salmon <i>Lisa Becker</i> | <i>Lisa Becker</i> |
| Talented & Gifted | Ann Norton <i>Erikka Vosmek</i> | <i>Nicole Clymer</i> |
| VAST Center | Darrin Strike <i>Laura Musser Mary Zobeck</i> | <i>Donna Alger</i> |
| Vision | Tina Hoffman Susan Brennan | <i>Jodi Flynn</i> |

Welcome to the Grant Wood AEA, VOIP phone system.

Quick set up instructions

New User Voicemail Set Up

Press voicemail button on phone,
Or from outside the agency, dial 399-6555
Press #, Enter extension number,
Enter 1234 (default password),
Follow prompts to set your password.

To Record Your Greeting

Press voicemail button on phone
Or from outside the agency, dial 399-6555
Press #, enter extension number
Enter password followed by #
Press “7” for mailbox options
Press “1” to record
Press “3” to delete
Press “*” to cancel

To Check Your Voicemail

Press voicemail button on phone
Or from outside the agency, dial 399-6555
Press #, enter extension number
Enter your password followed by #
Press “1” to listen
press “2” to save
press “3” to delete
press “4” to forward a message
Press “6” to check date & time
Press “8” to pause

How to set a desk phone to your extension At a hotdesk

Press the voicemail key on the phone,
Enter your extension number,
Enter password followed by #,
Press 7,3,1

That phone will now be assigned to your extension. In this mode calls to your phone number will come directly to this phone. (Note if you have a permanent desk phone it will already be assigned to you).

How to remove your extension from a phone at a shared desk

Press the voicemail key on the phone,
Enter your password followed by #,
Press 7,3,2

(The phone is now ready for other staff to use)

Mitel Connect Chrome Extension:



In Chrome select the Mitel icon in the upper right hand corner

Login with your Agency email address as the username and your Active Directory password

Select “Show Advanced” and enter in “10.18.0.51” and select “Log In”

Additional information about the Mitel Connect Chrome Extension can be found at:

<https://oneview.mitel.com/s/article/Mitel-Connect-for-Chrome>

Accessing your Voicemail.

To access your voicemail from your assigned phone.

- Pick up the receiver and push the “Voice Mail” button.
- You will hear a greeting from the voice mail system.
- Enter your password and then the pound key.
- Follow the prompts for what you want to do.
 - Press 1 to listen to messages.
 - Press 7 to record/change your greeting.
- Press star, then 8, then 1 to log out.

To access your voicemail from any phone in the Grant Wood system.

- Pick up the receiver and dial 6555.
- After the greeting enter the pound key (this gets you into the voice mail system).
- Enter your password and then the pound key.
- Everything after this is the same as if you were at your phone.

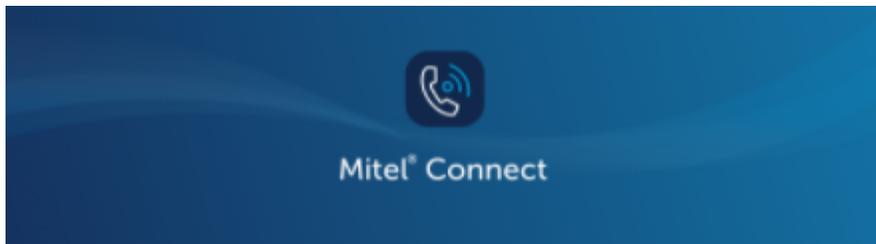
To access your voicemail from home or anywhere else.

- Pick up the receiver and dial 399-6555 or 800-798-9771.
- After the greeting enter the pound key (this gets you into the voice mail system).
- Enter your password and then the pound key.
- Everything after this is the same as if you were at your phone.

Mitel Connect Chrome Extension Instructions

To Login to the Mitel Connect Chrome Extension:

1. Open the Chrome browser.
2. Select the Mitel Connect Chrome extension in the upper right corner. 
3. Enter your email address as the username and enter your active directory password (same password you use to login to your computer for a PC user or the same password you use to access the gwstaff wifi network for a Mac user). Select "Show Advanced" and enter "mitel.gwaea.org" in the blank and select 'Login'.



Hide Advanced ▲

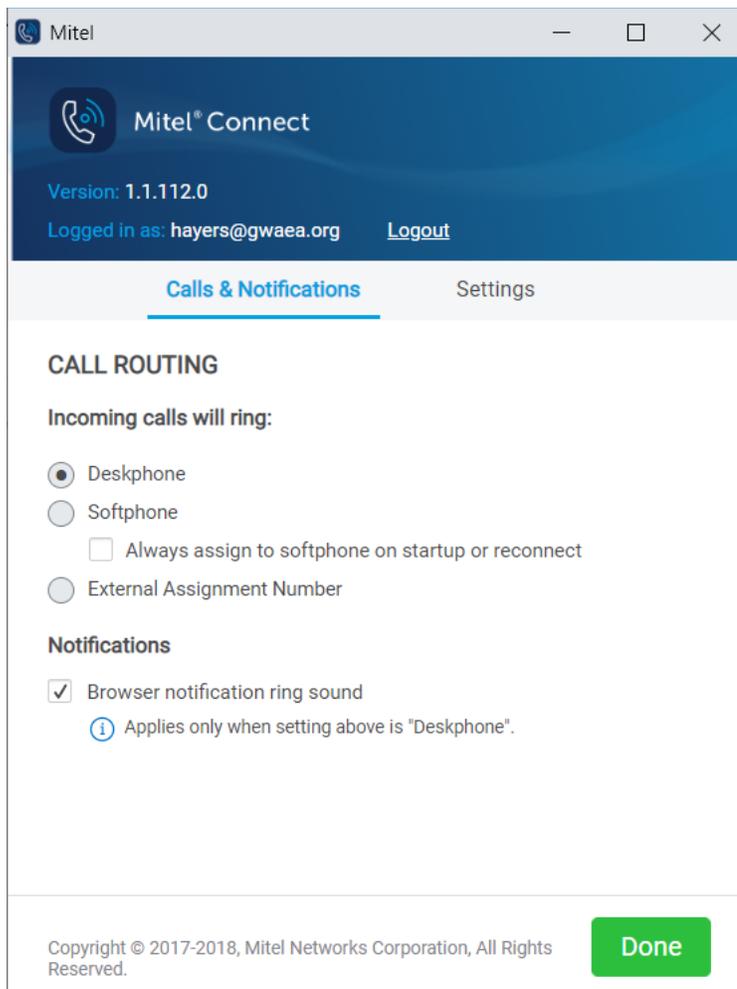
Remember me

Login

Note: There is an installable version of the Mitel software that can be installed directly on your computer that has more features than the Chrome extension version. Some of these features are related to multiple greetings, call routing and utilizing the softphone feature. If interested in the full version of Mitel please contact Technology Support at tech@gwaea.org to arrange a time to install.

To Change the phone assignment to your cell phone :

1. Select the gear icon in the upper right corner of the mitel Chrome extension.
2. If you have an office phone select "DeskPhone" to assign it to that phone. Note: Softphone does not work with the Chrome extension - you need the full Mitel software installed to utilize this feature. Select "External Assignment" and enter your cell phone number with area code to assign calls from your Grant Wood extension to your cell phone.



Van Delivery and Materials Distribution

Grant Wood Area Education Agency (Grant Wood AEA) provides delivery to each public and accredited nonpublic building in the Agency's seven county service area. Deliveries can include, among other things, Grant Wood AEA communications, Media Center resources, Creative Services printing and inter-district correspondence.

Delivery Details

Deliveries during the school year are made twice weekly to each building in a District on either Monday and Thursday or Tuesday and Friday. Delivery to the Cedar Rapids Community School District warehouse is daily, they in-turn deliver to their buildings.

Important: Please note that sensitive documents such as student records should be sent using the U.S. mail to ensure privacy and timely delivery.

- [Yearly Delivery Calendar 2021-22 \(PDF\)](#)
- [Weekly Delivery Schedule 2021-22 \(PDF\)](#)
- [Van Route Map 2021-22 \(PDF\)](#)



Each building has one location where van delivery is picked up and dropped off. All items should be addressed properly to ensure delivery to the correct person, building and district. Mail that is not addressed correctly will be sent to the district administration office. We do not hold any mail.

SAMPLE

| | |
|--------------------|-------------------|
| Name | Mary Smith |
| Building | Atkins Elementary |
| District | Benton CSD |
| Van Route # | 3-1 |

Summer Deliveries

Summer deliveries are made once every other week to only one designated building per district and to accredited non-public buildings by request.

- [Summer Delivery Schedule 2021 \(PDF\)](#)

District calendar changes:
Please email changes to the district's closures and openings to van-delivery@gwaea.org or call 319-399-8435.

Emergency temporary closing of a building:
Please inform Grant Wood AEA at van-delivery@gwaea.org as quickly as possible.

External companies and organizations:
To use the Grant Wood AEA van services, organizations must be pre-approved and pre-scheduled. For complete details and guidelines contact the Grant Wood AEA Communications Department.

Sensitive materials, such as Student Records:
Sensitive material should be sent via the U.S. mail to ensure privacy and timely delivery. You might consider a service where tracking is available.

Staff Development and Professional Learning Days:
Your district will be contacted closed on these days.

Weather-related closings and delays - Districts:
Districts will make a concerted effort to make their scheduled stops on time. Districts will not be able to make their scheduled stops if they are already late on the road and might not be aware of a late start. If they arrive at their scheduled time, they may not be able to enter the building to make their exchange of items. If their arrival is late on a late start they may not be able to leave the agency until later.

It is each van driver's discretion to determine if they feel safe driving out on the road on days of inclement weather. If conditions deteriorate while driving they may return to Grant Wood AEA at any time.

Items to be returned to the Media Center when the van driver is not able to enter the building:
Media Center staff will extend the time due back date to the next van stop. It is not necessary for anyone to call in and ask that materials be extended, unless more time is needed to use them.

Items to be delivered from the Media Center when the van driver is not able to enter the building:
Materials will be returned to the GWAEA Media Center and will be delivered on your next van delivery date. Return dates are not automatically extended.

More information needed? Go to van-delivery@gwaea.org or contact us at [319-399-8435](tel:3193998435).

District Calendars

Based on approved calendars for those we provide van service to, vans will not deliver or pickup on the days that are listed as closed. Your district will be considered closed on in-service days. If changes to the calendars are made throughout the year, please send an email to vandelivery@gwaea.org.

Use of Van Delivery Service by External Organizations

Grant Wood AEA has guidelines for the dissemination of materials from other non-profit or tax-supported organizations, whether it be via our van delivery service or via electronic means. Contact our [Communications Department](#) to make a request.

2021-2022 • GRANT WOOD AEA VAN ROUTES



GRANT WOOD AEA VANROUTES 2021-22

**All routes begin
and end at the
GWAEA Sixth
Street facility.**

GWAEA Van Delivery Days

Mondays and Thursdays: 1-1, 2-1, 3-1, 6-1
Tuesdays and Fridays: 1-2, 2-2, 3-2
Monday through Friday: 4-1, 5-1

| | | |
|-----------------------------------|-----|-------|
| Alburnett..... | 1-1 | M-Th |
| All Saints..... | 1-1 | M-Th |
| Anamosa..... | 6-1 | M-Th |
| Belle Plaine..... | 3-1 | M-Th |
| Benton..... | 3-1 | M-Th |
| Bertram/Four Oaks..... | 6-1 | M-Th |
| Cedar Rapids..... | 4-1 | Daily |
| Cedar Valley Christian..... | 1-1 | M-Th |
| Center Point-Urbana..... | 3-1 | M-Th |
| Central City..... | 1-1 | M-Th |
| Central Lutheran..... | 3-1 | M-Th |
| Clear Creek Amana..... | 3-2 | T-F |
| College Community..... | 1-2 | T-F |
| English Valleys..... | 3-2 | T-F |
| Faith Academy..... | 2-1 | M-Th |
| GWAEA 33rd Avenue Facility..... | 5-1 | Daily |
| GWAEA Coralville Facility..... | 5-1 | Daily |
| GWAEA Sixth Street Facility..... | 5-1 | Daily |
| HLV..... | 3-2 | T-F |
| Heritage Christian School..... | 2-1 | M-Th |
| Highland..... | 2-2 | T-F |
| Hillcrest Academy..... | 2-2 | T-F |
| Iowa City..... | 2-1 | M-Th |
| Iowa Valley..... | 3-2 | T-F |
| Isaac Newton..... | 3-2 | T-F |
| LaSalle Middle - Holy Family..... | 3-1 | M-Th |
| Linn Mar..... | 1-1 | M-Th |
| Lisbon..... | 1-2 | T-F |
| Lone Tree..... | 2-2 | T-F |
| Lutheran Interparish..... | 3-2 | T-F |
| Marion Independent..... | 1-1 | M-Th |
| Midland..... | 6-1 | M-Th |
| Mid-Prairie..... | 2-2 | T-F |
| Monticello..... | 6-1 | M-Th |
| Mount Vernon..... | 1-2 | T-F |

| | | |
|------------------------------------|-----|------|
| North Cedar..... | 1-2 | T-F |
| North Linn..... | 1-1 | M-Th |
| Olin Consolidated..... | 6-1 | M-Th |
| Regina Education Center..... | 2-1 | M-Th |
| Regis Middle..... | 6-1 | M-Th |
| Sacred Heart..... | 6-1 | M-Th |
| St. James..... | 2-2 | T-F |
| St. Joseph..... | 1-1 | M-Th |
| St. Jude-Holy Family..... | 3-1 | M-Th |
| St. Matthew..... | 6-1 | M-Th |
| St. Patrick..... | 6-1 | M-Th |
| St. Pius X..... | 3-2 | T-F |
| Scattergood Friends..... | 1-2 | T-F |
| Solon..... | 1-2 | T-F |
| Springville..... | 6-1 | M-Th |
| Summit Schools..... | 3-2 | T-F |
| Tipton..... | 1-2 | T-F |
| Trinity Lutheran..... | 3-1 | M-Th |
| Vinton-Shellsburg..... | 3-1 | M-Th |
| Washington..... | 2-2 | T-F |
| West Branch..... | 1-2 | T-F |
| Williamsburg..... | 3-2 | T-F |
| Willowwind School..... | 2-1 | M-Th |
| Xavier Catholic Schools Admin..... | 3-2 | T-F |
| Xavier High..... | 3-2 | T-F |

GWAEA Off-Site Programs & Other Programs

| | | |
|------------------------------------|-----|------|
| Anamosa Penitentiary..... | 6-1 | M-Th |
| Foundation II..... | 3-1 | M-Th |
| Iowa Medical Classification..... | 2-1 | M-Th |
| Kirkwood Community College..... | 1-1 | M-Th |
| Linn County Detention..... | 2-1 | M-Th |
| Off-site Behavior Program..... | 1-1 | M-Th |
| Project Vital-Kirkwood..... | 3-2 | T-F |
| Workplace Learning Connection..... | 1-1 | M-Th |
| Youth Emergency Shelter..... | 2-1 | M-Th |

Last Updated - 3/11/2021