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New Hire Information



GRANT WOOD
AREA EDUCATION AGENCY

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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=.

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)

For the following information – click on **Grant Wood Employee System** and log in to access:

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 enter at least two emergency contacts
- 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

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. In the case of multiple stops, you need to list starting point, each individual stop, and ending point. Miles will be figured on that route. Round trip is not assumed. You will need to put as ending point in that case. GWAEA - LinnMar - GWAEA **OR** GWAEA - LinnMar RT. Don't be afraid to put it in multiple lines. (GWAEA - LinnMar and LinnMar - GWAEA).

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.

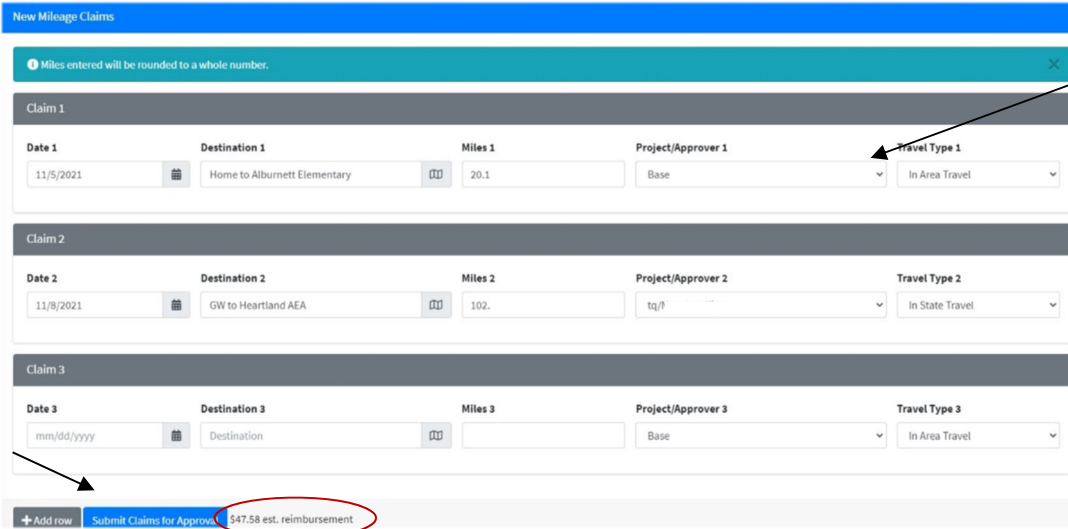
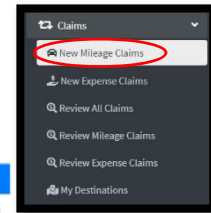
Example: Mary lives in Cedar Rapids and is assigned everyday to an Agency off-site program located in Iowa City, a one-way distance of about 30 miles. Mary cannot claim mileage reimbursement, as this travel would be considered "commuter" miles by the IRS. ***(Staff members having a routine (regular)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

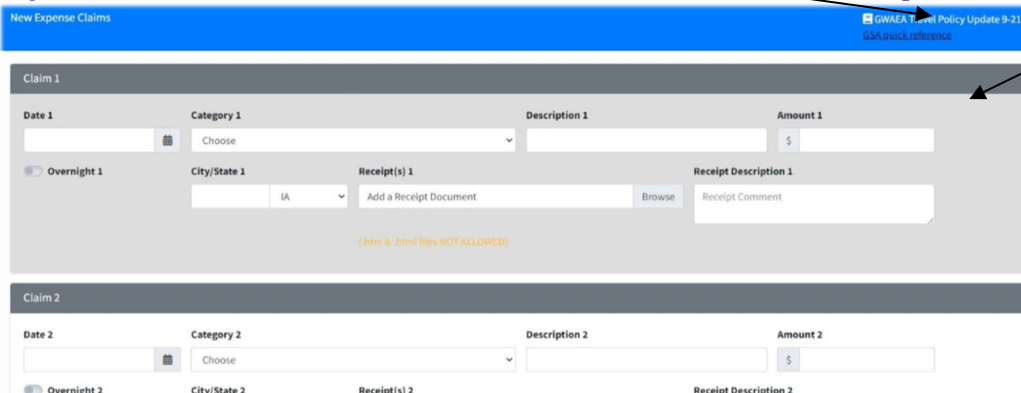
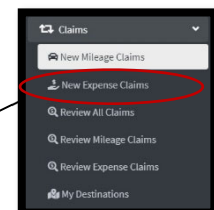
- Note that the District can provide guidelines for the submission of claims at the top of the data entry screen.
- Enter the date of travel.
- Enter the starting point, destinations, and ending point and miles, or click on the magnifying glass to see a list of destinations with standard mileage.
- If 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 [dropdown]

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

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

Type	Travel Date	Destination/Description	Miles	Amount	Status	Last Supp 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		11/06/2021
Miles	10/15/2021	home, twain, wood, cv office	17.00	6.63	Approved	10/27/2021		11/06/2021
Miles	10/14/2021	home, cv, home	38.00	14.82	Refused	10/27/2021		11/06/2021
Miles	10/13/2021	home, cv, home	38.00	14.82	Sent for Payment	10/27/2021		11/06/2021
Miles	10/12/2021	home, cv, home	38.00	14.82	Adjusted	10/27/2021		11/06/2021
Miles	10/12/2021	home, cv, home	38.00	14.82	Sent for Payment	10/27/2021		11/06/2021

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 [dropdown] Redisplay List Clear Fields

Travel Date	Destination	Miles	Amount	Status	Last Supp 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 to 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	18.00	Pending				

Expense Claim #85331 This claim is Pending

Date: 11/01/2021 Amount: \$ 31.00 Overnight: ☐ Category: Food (\$50.00/\$75.00)

Description/Event: Dinner, Snack Location: Elm St/Adams Project: A Keep

Receipt Comment: Receipt Comment: Attached Receipts: Add a Receipt Document: Browse

(See also currently saved items attached.) [Show & Print View NOT ALLOWED]

Update Delete Cancel +Add New Claim

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	To City	Miles
---------------	-------------	-------------	---------	-------

Update Mileage Chart

To District: GWAEA To City: Mount Vernon

To Facility: 6th St From Facility: Mount Vern

To Address: 4401 6th St SW Miles: 20 Travel Type: In Area Travel

Add Record Cancel

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
6. A month is defined by your monthly bill time frame. Please do not combine two bills to get a calendar month.

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



Billing period

May 10, 2020 - Jun 9, 2020

Account number

XXXXXXXXXX01

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 Staff then on the left Business Services & Human Resources then click the + and scroll down to system login pages. Or use the following link: <https://app2.vista-iowa.com/ess/Login>

Sign in and then choose Grant Wood Employee System from the left. You will sign in again to access the area where the calendar is located.

Select **Calendar/Change Form** on the left side of the screen (found in section titled **Forms**). Then choose **Calendar**.

The dates shaded in gray are the dates the Agency is closed. These dates are considered non-working days unless the employee is eligible for those to be paid dates (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 blue 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 marked in black are counted as non-working days. When the days are to be counted as work days (such as paid holidays for hourly staff), you can click on the day so it is counted as work a work day.

For half days, go to the legend and choose **Half days (working)** (click in the circle at left for blue 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."

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

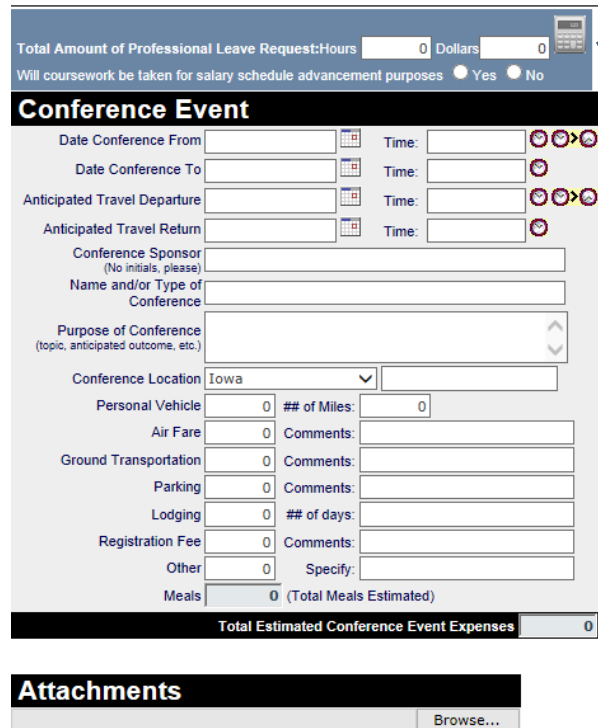
Request Dt	Type	Name and/or Type	Attachments	Amount	Approval
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for assistance with this module please contact Greg Bickal

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)

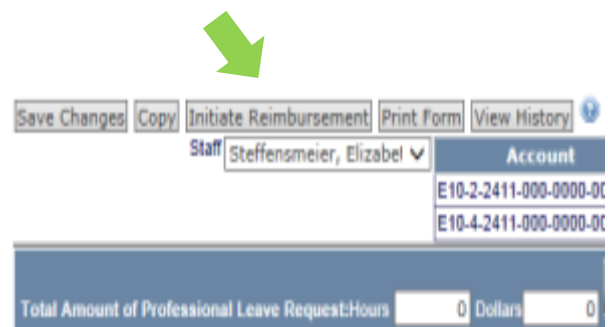
Total Estimated Conference Event Expenses

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 and any certificates or other documentation.



Staff

Account

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.gwaesa.org/intranet/Application for Salary Schedule Lane Change.docx](http://web1.gwaesa.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.

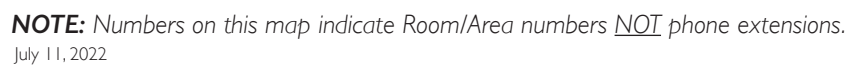
Agency-directed Activities

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

Hawkeye Downs
↑



Sixth Street Facility – Second Floor



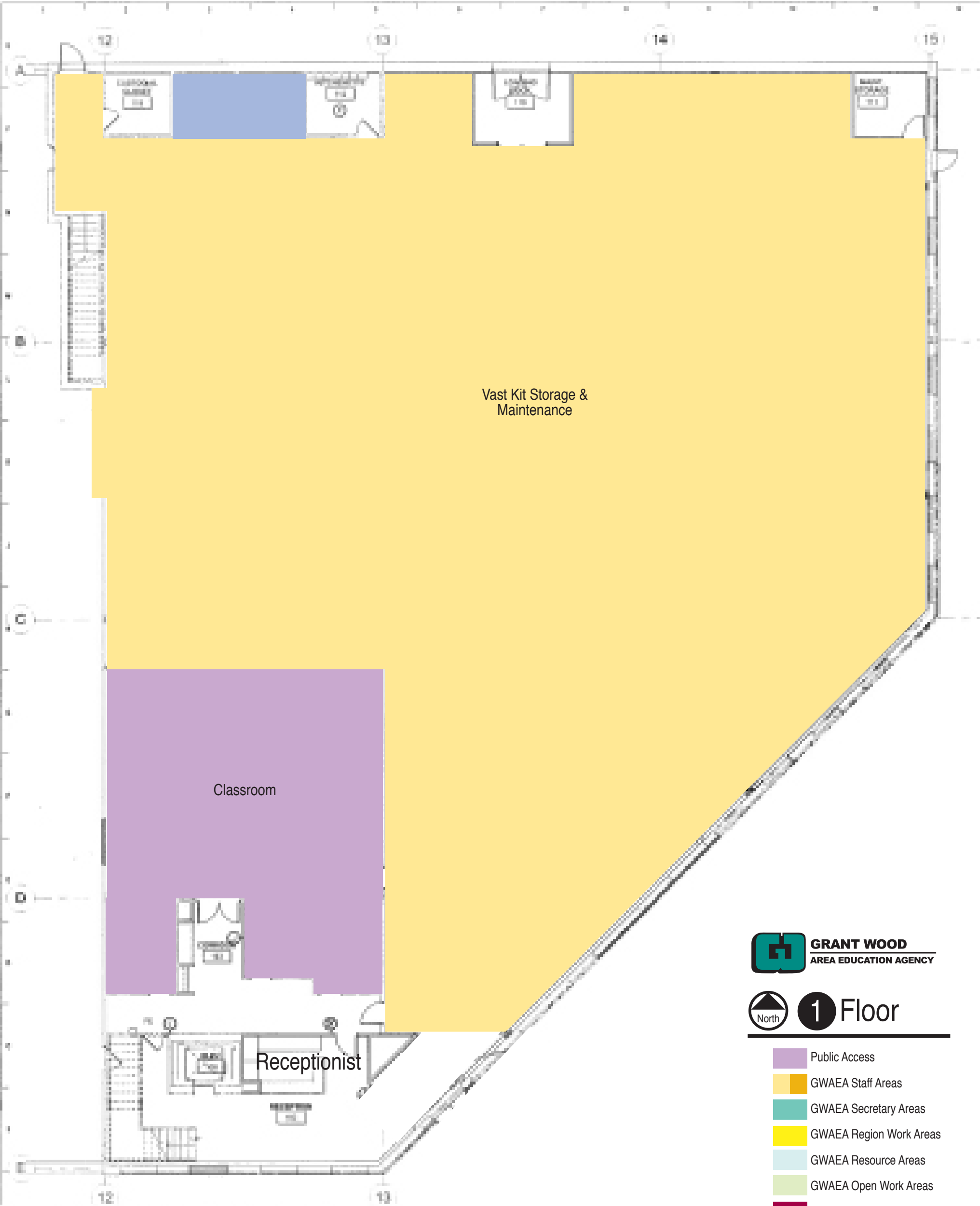
KEY

- 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.
July 11, 2022



Grant Wood AEA | 33rd Avenue



Grant Wood AEA | 33rd Avenue



Tornado Safe & Fire Exit Plan

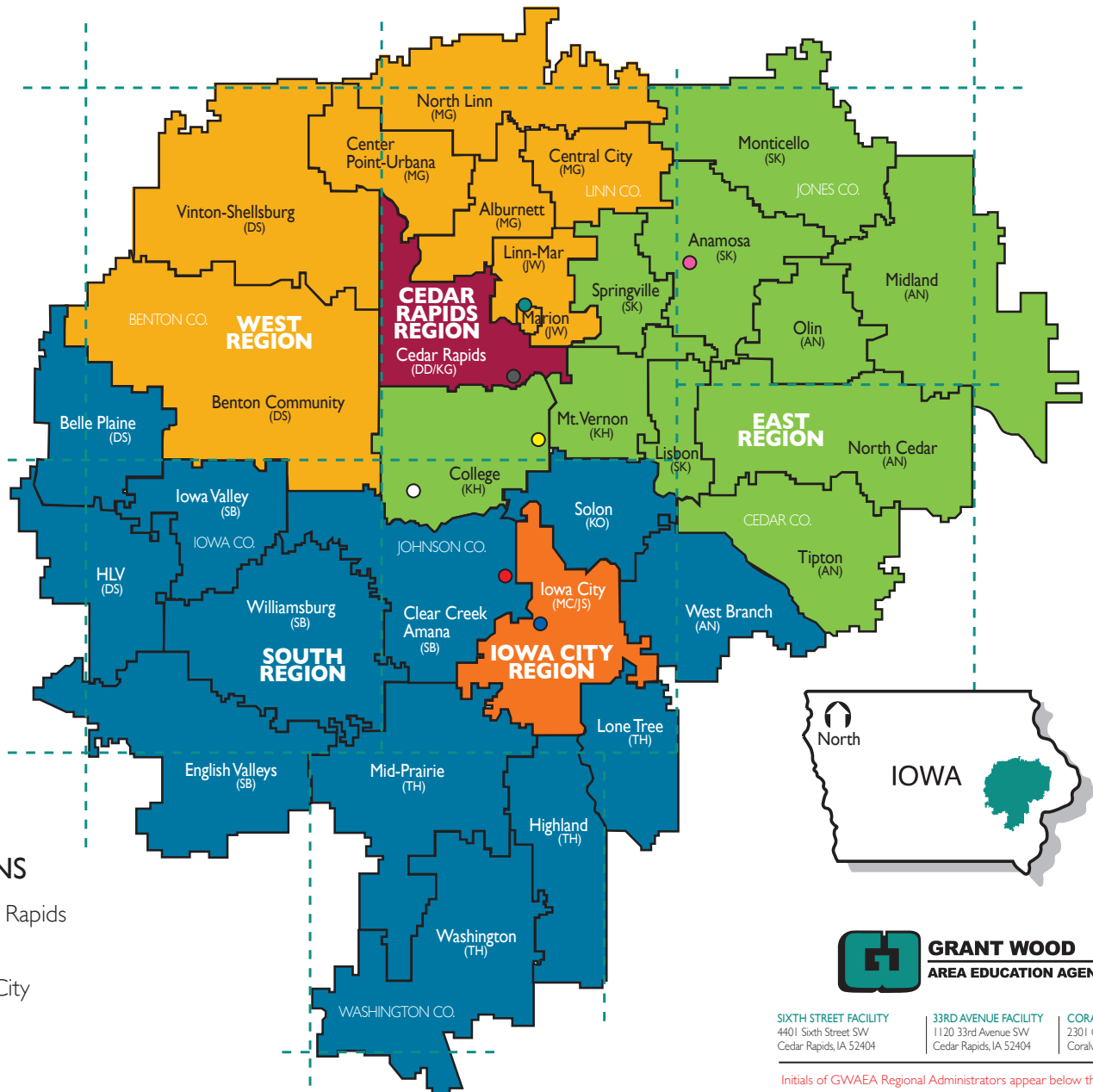
FIRST FLOOR



SECOND FLOOR



School Districts and Counties served by Grant Wood Area Education Agency



ADMINISTRATION

John Speer
Chief Administrator

Maria Cashman
Associate Chief Administrator
and Executive Director of Special Education

John Zimmerman
Director of Teaching and Learning

Tracy Liebermann
Director of Teaching and Learning

Bill Poock
Director of Teaching and Learning

Barb Harms
Director of Business Services

Renee Nelson
Director of Communications
and Creative Services

Jackie Schreder
Director of Human Resources

PROGRAM MANAGERS

Stacy Behmer
Coordinator of Digital Learning
and Media Services

Nicole Brown
Professional Development Coordinator

Jess Burger
Early Education Administrator

Sarah Kruse
Facilitator

Jason Marshall
Coordinator of Educational
and Informational Technology Services

Leigh McEwen
Coordinator of Talent Management

REGIONAL ADMINISTRATORS

Shane Boeve (SB)

Megan Clark (MC)

Danielle Donnelly (DD)

Katie Gavin (KG)

Melissa Grennan (MG)

Kristi Hicks (KH)

Tina Hoffman (TH)

Shannon Kehoe (SK)

Ann Norton (AN)

Kim Owen (KO)

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 2022-2023

<p style="text-align: center;"><u>Nicole</u> West Region (Darrin/Jill/Melissa)</p> <ul style="list-style-type: none"> • ELL • Future Ready • CISM • TCIT • SSW • SEE-KS 	<p style="text-align: center;"><u>Josie</u> East Region (Ann/Kristi/Shannon)</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 • Literacy Teams • Social Studies • School Counselor Consultants • Curriculum Directors • Math Consultants 	<p style="text-align: center;"><u>Elizabeth</u> Early ACCESS/Early Childhood Offsite Programs (Jess/Sam/Katie)</p> <ul style="list-style-type: none"> • Early ACCESS: <ul style="list-style-type: none"> ◦ EA Autism ◦ EA Educators ◦ EA Svce Coord ◦ Invoicing for EA interpreter services • Early Childhood: <ul style="list-style-type: none"> ◦ CART ◦ EC Consultants ◦ EC Referrals 3-5 • CPI • FEP • Offsite Programs 	<p style="text-align: center;"><u>Lisa</u> Cedar Rapids Region (Danielle/Katie)</p> <ul style="list-style-type: none"> • Autism • Hearing • Mediation • School Improvement • Talented/Gifted • 2nd Floor Supply Cabinets - 6th 	<p style="text-align: center;"><u>Donna</u> Conference Center w/Dulcie (Darrin)</p> <ul style="list-style-type: none"> • CTE/Perkins • Science/VAST • 6th St Conf Center/Reception 	<p style="text-align: center;"><u>Sue</u> Iowa City Region (Megan/Julie)</p> <ul style="list-style-type: none"> • SE Consultants • SDI • SLP • Transition • Facilities - CV • Coralville Reception (w/Jodi)
<p style="text-align: center;"><u>Jodi</u> South Region (Tina/Kim/Shane)</p> <ul style="list-style-type: none"> • Adaptive PE • Alternate Assessment • OT/COTA • PT • Supply Cabinets - CV • Sig Dis • Vision • Psych • Coralville Reception (w/Sue) 	<p style="text-align: center;"><u>Molly</u> (Kim)</p> <ul style="list-style-type: none"> • New Teacher Center <p style="text-align: center;"><u>Dulcie</u> Conference Center w/Donna (Jason)</p> <ul style="list-style-type: none"> • Computer Services • State IMS • SubCentral • Tech Support 	<p style="text-align: center;"><u>Linda</u> (Jess)</p> <ul style="list-style-type: none"> • Web IFSP Admin/Data Lead for Legacy and ACHIEVE • EA Compliance • DE Liaison • EA Referrals 0-3 • Trouble Ticket System/Help Desk 	<p style="text-align: center;"><u>Ann</u> (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 style="text-align: center;"><u>Kim</u> (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 style="text-align: center;"><u>Jessica</u> (Maria, Sarah)</p> <ul style="list-style-type: none"> • Added Days • BIRT • Child Find • IMS <p style="text-align: center;"><u>Becky</u> (Bill, Renee)</p> <ul style="list-style-type: none"> • Mediation • Significant Disabilities • IDEA • Surrogate <p style="text-align: center;"><u>Kathy R.</u> (Jackie and Leigh)</p> <ul style="list-style-type: none"> • HR • Hiring 	<p style="text-align: center;"><u>Connie</u> (John Z, Tracy, Stacy)</p> <ul style="list-style-type: none"> • AAC • Assistive Tech • Blended/Personal Learning • Digital Learning • Media • Org Leadership • Superintendent Learning • Facilities • Support Team <p style="text-align: center;"><u>Melissa</u> (John S)</p> <ul style="list-style-type: none"> • Board • Superintendents

<u>Kehoe - East</u> Anamosa Lisbon Monticello Springville <i>Literacy Consultants</i> <i>Social Studies</i>	<u>Norton- East</u> Midland North Cedar Olin Tipton West Branch <i>Curriculum Directors</i> <i>ELL</i> <i>Math Consultants</i> <i>Talented & Gifted</i>	<u>Hicks - East</u> College Community Mt. Vernon <i>SEBH/Wellbeing</i> <ul style="list-style-type: none"> • CBST • EC PBIS • PBIS/ISF • School Counselor Cons • SEBH Coaches 	<u>Hoffman - South</u> Highland Lone Tree Mid-Prairie Washington <i>Alt. Assessment</i> <i>Psychs</i> <i>Sig Dis</i> <i>Vision</i>	<u>Boeve - South</u> Clear Creek Amana English Valleys Iowa Valley Williamsburg <i>APE</i> <i>OT/COTA</i> <i>PT</i>	<u>Owen - South</u> Solon <i>NTC (0.7 FTE)</i> <ul style="list-style-type: none"> • GEN Ed • SP Ed <i>Sub Central</i>	<u>Hostetler- Off-Site</u> <u>Administrator</u> <i>GWAEA Behavior Programs</i> Off-sites <ul style="list-style-type: none"> • Anamosa State Penn • Foundation 2 • IMCC (Oakdale) • Linn County Det • VITAL • YES <i>CPI</i>
<u>Clark - IC</u> Iowa City <i>SDI</i> <i>SLP</i>	<u>Stoneking - IC</u> Iowa City <i>Sp Ed Consultants</i> <i>Transition</i>	<u>Grennan - West</u> Alburnett Center Point-Urbana Central City North Linn <i>Hearing</i> <i>Support Team</i>	<u>Weigel - West</u> Linn-Mar Marion <i>AEA Mediation</i> <i>CISM</i> <i>SEE-KS</i> <i>SSW</i> <i>TCIT</i>	<u>Strike - West</u> Belle Plaine Benton HLV Vinton-Shellsburg <i>CTE</i> <i>Perkins</i> <i>Reg Plan Ptnshp (RPP)</i> <i>Future Ready</i> <i>Science/VAST</i>	<u>Donnelly - CR</u> Cedar Rapids <i>AEA Mediation</i> <i>School Improvement</i>	<u>Gavin - CR</u> Cedar Rapids <i>Autism</i> <i>FEP</i>
<u>Brown – Prof. Development Coord</u> <i>Eval Approval</i> <i>TLC (Co-Link)</i> <i>Teacher Quality</i> <i>YMHFA</i>	<u>Behmer – Coord of Digital Learning /Media Services</u> <i>AAC</i> <i>AT</i> <i>Blended Learning</i> <i>Computer Science</i> <i>Digital Learning</i> <i>SDC / Media Library</i>	<u>Burger– Early Ed Administrator</u> EA Autism EC CART	<u>Kruse - Facilitator</u> BIRT Child Find EC/EA (Co-Link w/ JB) IMS	<u>Marshall – Coord Ed/Info Tech Services</u> LEA Tech Directors	<u>McEwen - Coord. Talent Management</u> AEA Induction AEA Mentoring Hiring TLC (Co-Link)	<u>Speer - Chief Administrator</u> Maria Cashman Barb Harms Renee Nelson Melissa Sadilek
<u>Nelson – Director of Communications & Creative Services</u> Creative Services Emergency Planning Legislative Advocacy	<u>Harms – Director of Business Services</u> MIIP	<u>Schreder – Dir of HR</u> Equity Committee GROW Committee PI	<u>Poock - DTL</u> Nicole Brown Melissa Grennan Shannon Kehoe Ann Norton Becky Person Darrin Strike Jill Weigel	<u>Liebermann - DTL</u> Megan Clark Danielle Donnelly Katie Gavin Kristi Hicks Sam Hostetler Julie Stoneking	<u>Zimmerman - DTL</u> Stacy Behmer Shane Boeve Connie Dvorak Meg Gillette Tina Hoffman Jason Marshall Kim Owen Van Drivers	<u>Cashman - ACA</u> Jessica Burger Jessica Knudson Sarah Kruse Tracy Liebermann Leigh McEwen Bill Poock Jackie Schreder John Zimmerman

2022-2023
Regions, Administrators and Support Staff

CR	TL
Danielle Donnelly 399-6876 Cell: 319-240-0327 Cedar Rapids	<i>Lisa Becker</i> 399-6821

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

CR	TL
Katie Gavin 399-6535 Cell: 319-759-3570 Cedar Rapids	<i>Lisa Becker</i> 399-6821

EAST	BP
Ann Norton 399-6455 Cell: 319-480-1477 Midland North Cedar Olin	<i>Josie Hester</i> 399-6851 Tipton West Branch (S)

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

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

IC	TL
Megan Clark 626-1221 Cell: 319-321-0875 Iowa City	<i>Sue Heath</i> 626-1137

SOUTH	JZ
Shane Boeve 626-1136 Cell: 319-383-8843 Clear Creek-Amara English Valleys	<i>Jodi Flynn</i> 626-1161 Iowa Valley Williamsburg

WEST	BP
Melissa Grennan 399-6742 Cell: 319-269-8127 Alburnett Center Point-Urbana	<i>Nicole Clymer</i> 399-6757 Central City North Linn

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

WEST	BP
Darrin Strike 399-6516 Cell: 641-210-8655 Benton (W) Vinton-Shellsburg (W)	<i>Nicole Clymer</i> 399-6757 Belle Plaine (S) HLV (S)

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

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

Off-Sites	TL
Sam Hostetler 399-6440 Cell: 612-360-4087 Anamosa State Penn Foundation II Oakdale	<i>Elizabeth Gants</i> 399-6849 Linn County Detention VITAL 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*

Coordinator of Talent Management
Leigh McEwen 399-6564 *Kathy Resewehr 399-6748*

Early Education Administrator
Jess Burger 399-6754 *Elizabeth Gants 399-6849*

EA/EC Referrals 399-6746 *Linda Elliott/Elizabeth Gants*
Web IFSP Administrator 399-6508 *Linda Elliott*

Additional Notes:
Bill will supervise Becky, Nicole
John will supervise Connie, Jason, Meg, Stacy
Maria will supervise Bill, Jackie, Jess, Jessica, John, Sarah, Tracy

Discipline Links and Leads 2022 - 2023

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	Katie Gavin <i>Michelle Sunner</i> <i>TBD</i>	<i>Lisa Becker</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>Heather Evers</i> <i>Natalie Hahn-Mauck</i>	<i>Jessica Knudson</i>
CISM	Jill Weigel <i>Sharon Clark</i> <i>Amanda Osborn</i>	<i>Nicole Clymer</i>
Competent Private Instruction (CPI)	Danielle Donnelly (Gen Ed) <i>Erikka Vosmek</i> Maria Cashman (Special Ed)	<i>Josie Hester</i> <i>Jessica Knudson</i>
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>Amanda Osborn</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	Jess Burger Sarah Kruse <i>Susan Thuma-Rew</i> <i>Kara Gruber</i>	<i>Elizabeth Gants</i>
Early Childhood	Jess Burger Sarah Kruse <i>Samantha Collins</i>	<i>Elizabeth Gants</i>
ELL	Ann Norton <i>Lynn Tiemann</i>	<i>Nicole Clymer</i>
Future Ready	Darrin Strike <i>Jennifer Boyd</i>	<i>Nicole Clymer</i>
Hearing	Melissa Grennan <i>Kim Lestina</i> <i>Kelly Varnum</i>	<i>Lisa Becker</i>

Discipline Links and Leads 2022 - 2023

Literacy	Shannon Kehoe <i>Julie Cook Alaina Daters Jodie Eidhal Laura Johnson Carrie Manternach Dyan Sundermeyer</i>	<i>Josie Hester</i>
Math	Ann Norton <i>Dana Merfeld Becky Thorson</i>	<i>Josie Hester</i>
Mentoring/Induction	Kim Owen (External) <i>Becky Gardemann</i> Leigh McEwen (Internal) <i>Angie Miller</i>	<i>Molly Beer (External)</i> <i>Kathy Resewehr (Internal)</i>
Occupational Therapy	Shane Boeve <i>Audrey White</i>	<i>Jodi Flynn</i>
PBIS	Kristi Hicks <i>Tammy Beener Erin Welsh</i>	<i>Josie Hester</i>
ISF	Kristi Hicks <i>Tammy McSweeney</i>	<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	Tina Hoffman <i>Sharon Clark</i>	<i>Jodi Flynn</i>
School Improvement	Danielle Donnelly <i>Chad Blanchard TBD</i>	<i>Lisa Becker</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 Consultant	Julie Stoneking <i>Terri Knipper Sheryl Yates</i>	<i>Sue Heath</i>
Speech-Language Pathologist	Megan Clark <i>Tracy Petersen Cassie Vazquez</i>	<i>Sue Heath</i>
Support Team	Melissa Grennan	<i>Connie Dvorak</i>
Talented & Gifted	Ann Norton <i>Erikka Vosmek</i>	<i>Lisa Becker</i>
VAST Center	Darrin Strike <i>Laura Musser Mary Zobeck</i>	<i>Donna Alger</i>
Vision	Tina Hoffman <i>Susan Brennan</i>	<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
“mitel.gwaea.org” 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.

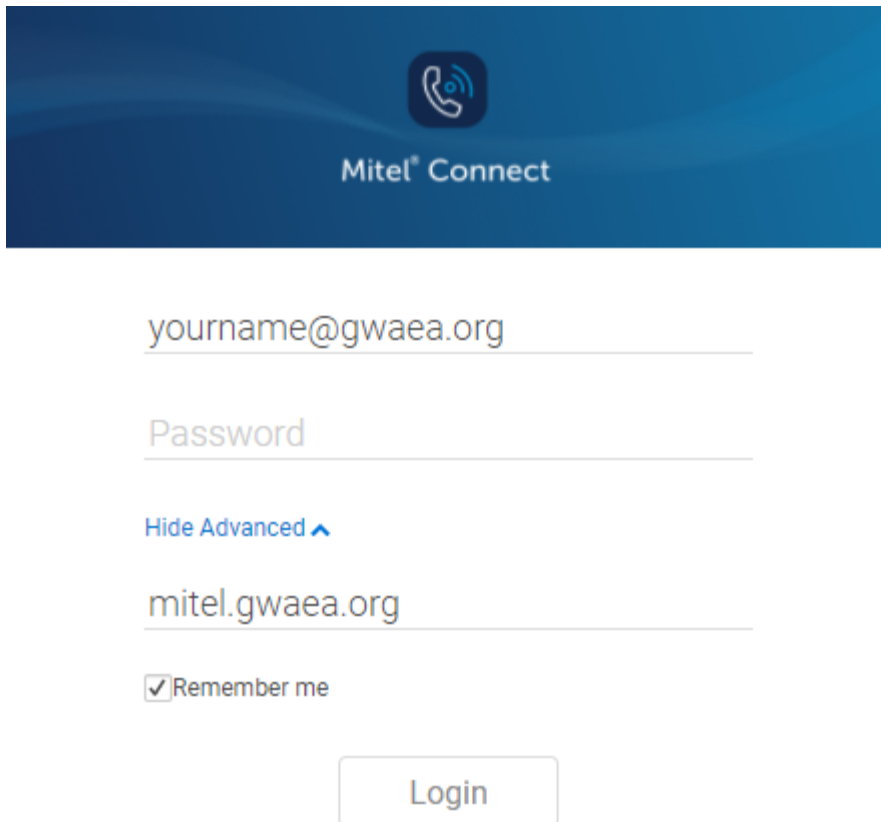
To access your voicemail from home or anywhere else.

- 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'.



The image shows the login interface of the Mitel Connect Chrome extension. It features a blue header with the Mitel Connect logo. Below the header, there are three input fields: a username field with the placeholder 'yourname@gwaea.org', a password field with the placeholder 'Password', and an advanced settings field with the placeholder 'mitel.gwaea.org'. A 'Hide Advanced' link with an upward arrow is located between the password and advanced fields. A 'Remember me' checkbox is checked. A 'Login' button is at the bottom.

yourname@gwaea.org

Password

Hide Advanced ^

mitel.gwaea.org

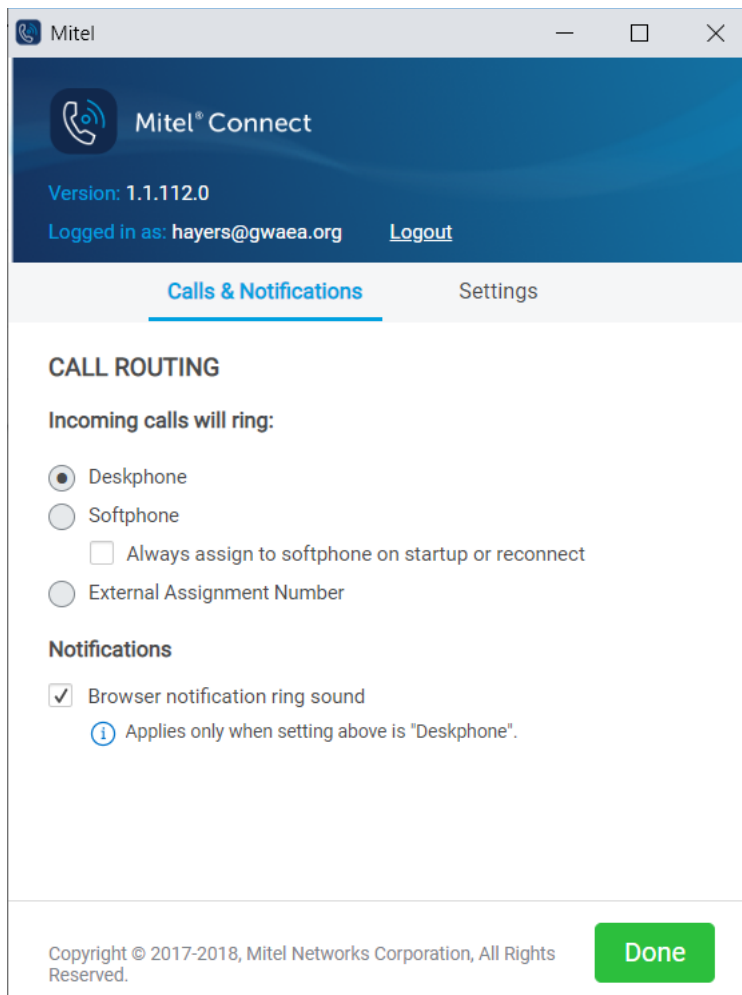
☒ Remember me

Login

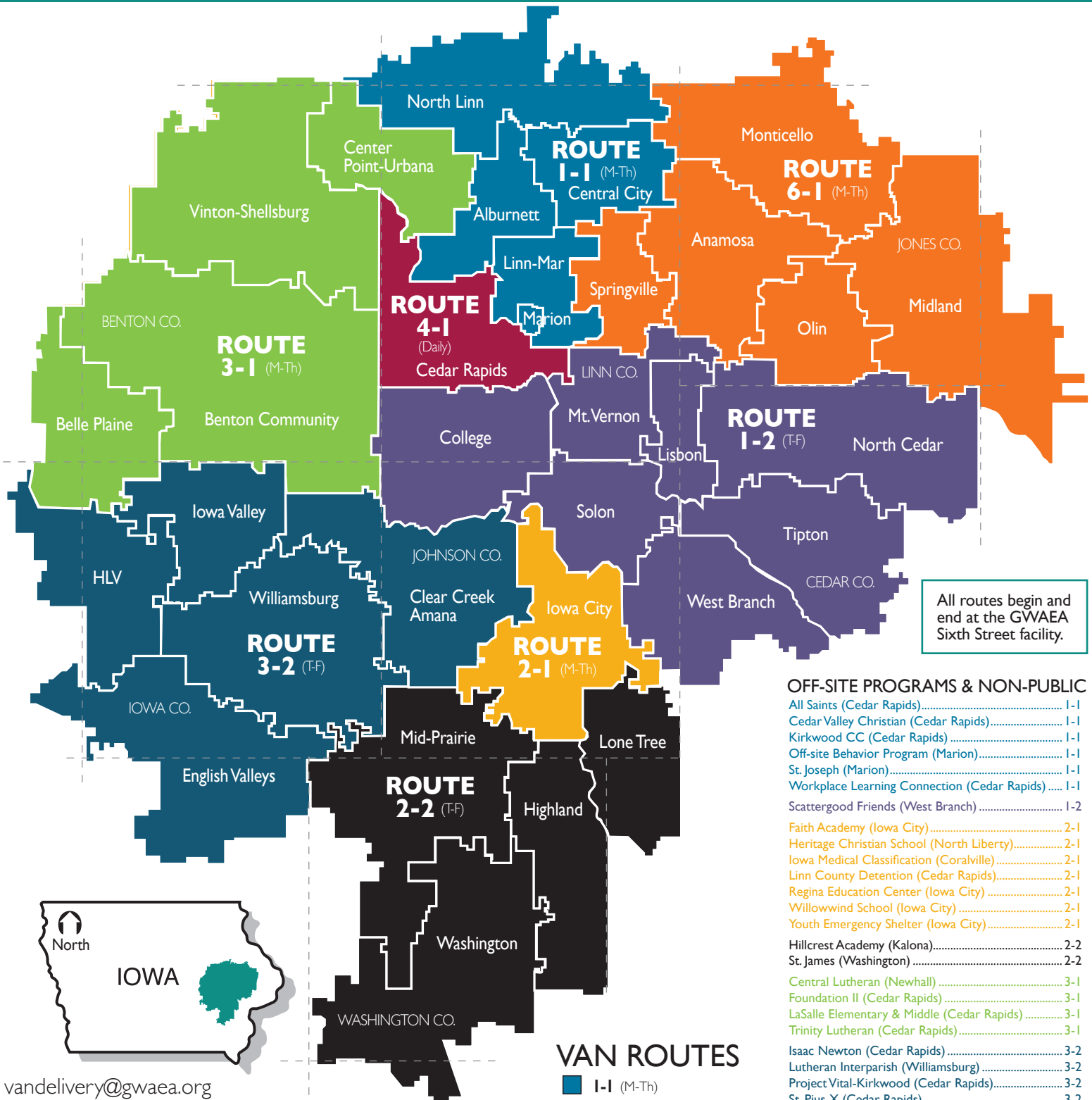
Note: There is an installable version of the Mitel software that can be installed directly on your computer that has more features than the Chrome extension version. Some of these features are related to multiple greetings, call routing and utilizing the softphone feature. If interested in the full version 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.



GRANT WOOD AEA VAN ROUTES



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

OFF-SITE PROGRAMS & NON-PUBLIC

All Saints (Cedar Rapids)	1-1
Cedar Valley Christian (Cedar Rapids)	1-1
Kirkwood CC (Cedar Rapids)	1-1
Off-site Behavior Program (Marion)	1-1
St. Joseph (Marion)	1-1
Workplace Learning Connection (Cedar Rapids)	1-1
Scattergood Friends (West Branch)	1-2
Faith Academy (Iowa City)	2-1
Heritage Christian School (North Liberty)	2-1
Iowa Medical Classification (Coralville)	2-1
Linn County Detention (Cedar Rapids)	2-1
Regina Education Center (Iowa City)	2-1
Willowwind School (Iowa City)	2-1
Youth Emergency Shelter (Iowa City)	2-1
Hillcrest Academy (Kalona)	2-2
St. James (Washington)	2-2
Central Lutheran (Newhall)	3-1
Foundation II (Cedar Rapids)	3-1
LaSalle Elementary & Middle (Cedar Rapids)	3-1
Trinity Lutheran (Cedar Rapids)	3-1
Isaac Newton (Cedar Rapids)	3-2
Lutheran Interparish (Williamsburg)	3-2
Project Vital-Kirkwood (Cedar Rapids)	3-2
St. Pius X (Cedar Rapids)	3-2
Summit Schools (Cedar Rapids)	3-2
Xavier Catholic Schools Admin (Cedar Rapids)	3-2
Xavier High (Cedar Rapids)	3-2
33rd Avenue Facility - GWAEA (Daily)	5-1
Coralville Facility - GWAEA (Daily)	5-1
Sixth Street Facility - GWAEA (Daily)	5-1
Anamosa Penitentiary (Anamosa)	6-1
Bertram/Four Oaks (Cedar Rapids)	6-1
Regis Middle (Cedar Rapids)	6-1
Sacred Heart (Monticello)	6-1
St. Matthew (Cedar Rapids)	6-1
St. Patrick Catholic (Anamosa)	6-1

VAN ROUTES

- 1-1 (M-Th)
- 1-2 (T-F)
- 2-1 (M-Th)
- 2-2 (T-F)
- 3-1 (M-Th)
- 3-2 (T-F)
- 4-1 (Daily)
- 5-1 GWAEA (Daily)
- 6-1 (M-Th)

vandelivery@gwaea.org
gwaea.org/vans



GRANT WOOD
AREA EDUCATION AGENCY

SIXTH STREET FACILITY
4401 Sixth Street SW
Cedar Rapids, IA 52404

33RD AVENUE FACILITY
1120 33rd Avenue SW
Cedar Rapids, IA 52404

CORALVILLE FACILITY
2301 Oakdale Boulevard
Coralville, IA 52241

GRANT WOOD AEA VANROUTES

**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 Elementary & Middle.....	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. 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 - 2/15/2022