

2021-2022 PLAEA Secretarial Support

Secretary Facilitator: Brenda Prentice

Administrative Facilitator: Michelle Dowd

Mission: To ensure equitable, efficient and effective educational services that support all PLAEA staff so that they can support Iowa children for a life well-lived.

Office	Office Support	Assignments in addition to regular duties
Algona		<u>RA: Chris Wells</u>
Deb Gade 256 days Non Bargaining Group Phone: 712-335-6032	Algona Office M,W,Th Pocahontas Office T,F	<ul style="list-style-type: none">• Chris Wells• Susie Meade - Superintendent Network & Special Projects• Communication Specialist• Support Connie Johnson• IPLA• Calendar for Agency-website, event, Google• Event Coordinator for Algona Office– includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar• Algona Staff Support - printing, scanning, filing for staff and other requests from staff• Support the Assistive Technology coordinator - responsible for incoming/outgoing van mail related to Assistive Technology and cataloging of all AT equipment• Hearing appointments• Take care of incoming/outgoing mail• Order office supplies and restock kitchen/pop• Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff• Google Calendar must reflect your schedule• Communicate to Jim needs for Algona office• Other duties as assigned
Estherville		<u>RA: Chris Wells</u>
Tera Shatto 209 days Classified Group Phone: 712-380-7764	Estherville Office M-F	<ul style="list-style-type: none">• Chris Wells• Estherville Staff Support - printing, scanning, filing for staff and other requests from staff• Event Coordinator for Estherville Office– includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar• Support Homeless Liaison - Chris Wells• Support ECSE Liaison - Chris Wells• Support ECSE department - attend meetings to take notes, as arranged with the RA-Liaison; order supplies for the department• IMS• ACHIEVE - backup• Phones• Take care of incoming/outgoing mail

		<ul style="list-style-type: none"> • Order office supplies and restock kitchen/pop • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Estherville office • Other duties as assigned
Fort Dodge		<u>RA: Valerie Jergens</u>
<p>Carrie Guerin 256 days Non Bargaining Group Phone: 515-705-7148</p>	Fort Dodge Office M-F	<ul style="list-style-type: none"> • Valerie Jergens • PD/Registrar • Fort Dodge Staff Support - printing, scanning, filing for staff and other requests from staff • Event Coordinator for Fort Dodge Office- includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar • Support SPED Consultant Liaison - Val Jergens • Support SPED Consultant Chair - Haley Offerman • Support SPED Consultant department - attend meetings to take notes, as arranged with the RA-Liaison; order supplies for the department • Take care of incoming/outgoing mail • Order office supplies and restock kitchen • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Fort Dodge office • Other duties as assigned
<p>Monique Jones 256 days (4hrs per day) Classified Group Phone: 515-705-7149</p>	Fort Dodge Office M-F 10:00 to 2:00	<ul style="list-style-type: none"> • Fort Dodge Staff Support - printing, scanning, filing for staff and other requests from staff • Phones • Voicemail (Year-round) • School aged referrals (June-August)- (backup when Keri is gone) • Hearing appointments for FD • Speech appointments for FD • Support Business Office - scanning • Support Technology Internal/External • Take care of incoming/outgoing mail • Order supplies for copiers • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Other duties as assigned

Pocahontas		<u>RA: Molly Elston</u>
<p>Michealeen Friesner 256 days Non Bargaining Group Phone: 712-335-6033</p>	<p>Pocahontas Office M-F</p>	<ul style="list-style-type: none"> • Lisa Hartman • General Ed Consultants: <ul style="list-style-type: none"> ◦ School Improvement Facilitators ◦ Jaymie Randel & Mark Shea • Media: <ul style="list-style-type: none"> ◦ Lending Library ◦ Technology Innovation • Curriculum Network • Professional Development • Social Emotional Behavior Health (SEBH) including CPI, Youth Mental Health, & Focus Conference • Attend meetings to take notes, as arranged with the Director of EM • Order supplies for the department • Calendar for EM • Title III English Language Learner Budget • Imagine Learning (ELS) and DynED Software • Take care of incoming/outgoing mail • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Other duties as assigned
<p>Nikole Bennett 256 days Classified Group Phone: 712-335-6033</p>	<p>Pocahontas Office M-F</p>	<ul style="list-style-type: none"> • Molly Elston • Pocahontas Staff Support - printing, scanning, filing for staff and other requests from staff • Event Coordinator for Pocahontas Office – includes Room Reservations, Room setup communication to Hawkeye Cleaning, Presentation materials & supplies, Equipment needs, Food, Calendar • Support OT/PT/Hearing Liaison - Molly Elston • Support OT/PT Chairs - Cari Hepperle & Jennifer Woodruff • Support Audiologist Chair - Maureen Salinas • Support OT/PT/Hearing department -attend meetings to take notes, as arranged with the RA-Liaison; order supplies for the department • OT/PT Consumables • Assessments - Sp Ed Academic & Behavior • FEP folders - place on van as needed • Front desk lead • Phones • Voicemail 3rd Back-up (Year-round when Keri and Monique are gone) • Take care of incoming/outgoing mail • Order office supplies and restock kitchen • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Pocahontas office

		<ul style="list-style-type: none"> Other duties as assigned
<p>Tonia Hoch 256 days Non Bargaining Group Phone: 712-335-6057</p>	<p>Pocahontas Office (3 X/week)</p>	<ul style="list-style-type: none"> IMS Medicaid - backup Cum file room (IMS files) Second backup of front desk in Nikole's absence/summer Google Calendar must reflect your schedule
<p>Ashlie Jergens 256 days Classified Group Phone: 712-335-6043</p>	<p>Pocahontas Office (3 X/week)</p>	<ul style="list-style-type: none"> IMS Birth-5 referrals IFSP Exit IFSP Log notes Cum file room (IFSP files) First backup of front desk in Nikole's absence/summer Google Calendar must reflect your schedule
Spencer		<u>RA: Marta Sandoval</u>
<p>Brenda Prentice 256 days Non Bargaining Group Phone: 712-346-5003</p>	<p>Spencer Office M-F</p>	<ul style="list-style-type: none"> Kris Ahrens Secretary Facilitator Medicaid System Leadership Team Support Special Projects - Director and/or RAs Support System Projects - SDI, LETRS, etc ACHIEVE Homeschooling (District & Dual Enrollment - Reg. & Special Education) Out of State Placement Surrogate Training Assistive Technology Challenging Behavior and Autism Family & Educator Partnership (FEP) - Deb Betz, Deb Shelton, McKaylee Heuton Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff Pre-arranged absences so that coverage can be planned Google Calendar must reflect your schedule Other duties as assigned
<p>Sue Berberich 209 days Classified Group Phone: 712-346-5002</p>	<p>Spencer Office M-F Lakes Partnership School</p>	<ul style="list-style-type: none"> Marta Sandoval Spencer Staff Support - printing, scanning, filing for staff and other requests from staff Event Coordinator for Spencer Office- includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar Support SLP Liaison - Marta Sandoval Support SLP Chair - Margo Kitrow Support SLP department - attend meetings to take notes, as arranged with the RA-Liaison; order supplies for the department Support LPS Staff Teacher Quality

		<ul style="list-style-type: none"> • Front desk lead • Phones • Hearing appointments for Spencer • Cherokee Mental Health Institute Reports • Take care of incoming/outgoing mail • Order office supplies and restock kitchen • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Spencer office • Other duties as assigned
Storm Lake		<u>RA: Jennifer Sammons</u>
<p>Keri Ryherd 256 days Classified Group Phone: 712-458-7005</p>	Storm Lake Office M-F	<ul style="list-style-type: none"> • Jennifer Sammons • Storm Lake Staff Support - printing, scanning, filing for staff and other requests from staff • Event Coordinator for Storm Lake Office– includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar • Storm Lake Building Coordinator(Tenants) • Support Early Access Liaison - Jennifer Sammons • Support Early Access Chair - Jessica Hawkins • Support Early Access department - attend meetings to take notes, as arranged with the RA-Liaison; order supplies for the department • Early Access Assessments - PEACH, DAYC, AEPS • AEPSI exit files • CAPTA referrals for ages Birth to 5 • School aged referrals (June-August)(Monique backup) • Hearing appointments for Storm Lake • Phones • Voicemail 1st Back-up (when Monique is gone) • Take care of incoming/outgoing mail • Order office supplies and restock kitchen • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Storm Lake office • Other duties as assigned
Jefferson		<u>RA: Jennifer Peter</u>
<p>Shannon Hagen 256 days Classified Group Phone: 515-206-7100</p>	Jefferson Office	<ul style="list-style-type: none"> • Jennifer Peter • Jefferson Staff Support - printing, scanning, filing for staff and other requests from staff • Event Coordinator for Jefferson Office – includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar

		<ul style="list-style-type: none"> • IMS • SSA Requests • Travel, Accommodations & Registration Coordinator for ALL staff - 1st Backup to Shawna when absent • Phones • Take care of incoming/outgoing mail • Order office supplies and restock kitchen • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Jefferson office • Other duties as assigned
Webster City		<u>RA: Jennifer Peter</u>
Shawna Badenhorst 209 days Classified Group Phone: 515-606-7028	Webster City Office	<ul style="list-style-type: none"> • Jennifer Peter • Webster City Staff Support - printing, scanning, filing for staff and other requests from staff • Event Coordinator for Webster City Office— includes Room Reservations, Room setup, Presentation materials & supplies, Equipment needs, Food, Calendar • Support Behavior Liaison - Jenn Peter • Support Behavior Chair - Coletta Jaeger • Support Behavior department - attend meetings to take notes, as arranged with the RA-Liaison; order supplies for the department • IMS • Travel, Accommodations & Registration Coordinator for ALL staff • Phones • Take care of incoming/outgoing mail • Order office supplies and restock kitchen • Communicate weekly - schedule, deliveries, meeting, to supervisor and office staff • Pre-arranged absences so that coverage can be planned • Google Calendar must reflect your schedule • Communicate to Jim needs for Webster City office • Other duties as assigned