

Hiawatha Valley Education District

Effective 11.30.16 Support Team Service Structure (STSS)

Cabinet Meeting every Monday from 3:00 – 4:30 PM with standing agenda items:

1. Weekly review of requests, budget transfers, and CSPD requests
2. Monthly update of departments in rotation: B-3 Don Scheckel, Third Party Billing Sue Graf, CSPD Jenny Goede, MARSS (ALC, SAIL, WIN) Coordinator Jenny Goede, EDRS Letty Hornberg
3. Review Board of Directors' Agenda (second week in Nov/Dec)
4. Ongoing Communication Loop of Cabinet Updates to Staff called "Cabinet Communications"

**Executive Director
Deb Marcotte (261)
Winona**
Supported by Leslie Johns
Board of Directors
Superintendent Advisory Council
Principal Advisory Council
ALC and Targeted Services
Federal Allocations

Check the Directory Tab at www.hved.org Main Office Phone: 507-452-1200
Submit Comments, Suggestions, or Recognition for review by HVED Cabinet at the Comments Tab www.hved.org
Member District Learning Year Programs (K-8 Targeted Services questions) TargetedServices@hved.org
Member District Learning Year Programs (9-12 ALC Satellite questions) SatelliteServices@hved.org
Member District Student Data (anything data related with member districts) Data@hved.org
Member District and HVED Clock Hours and Continuing Education Units CEU@hved.org
All Payroll Questions: timesheets, mileage, Payroll@hved.org
All Employee Benefits Questions Benefits@hved.org
HVED Staff Technology (for internal HVED support and requests) IT@hved.org
HVED Staff Human Resources HR@hved.org
HVED Finance Finance@hved.org

**Interim Assistant Director
Laura Fredrickson (250)
Winona**
Supported by Jenny Goede
Sp Ed Coordinators – Due Process,
Child Count, Workload Analysis
and SpEd Forms
MNVA and Houston
Bluffview Montessori
Ridgeway Community School
Fiscal and Program Monitoring
Admin Sub SAIL/ALC and WIN/ASD
HVED Procedures
CEU Committee
Staff Management
Homeless Liaison

**Assistant Director
Amy York (250)
Kellogg**
Supported by Heather Bergen
SAIL and ALC programming
W-K, PEM, D-E, St. C, L-A, Chat
Staff Management
CTSS
MTSS
DIRS, Restrictive Procedures
TDE

**Assistant Director
Don Scheckel (250)
Caledonia**
Supported by Sue Graf
WIN, ASD, and B-2
programming
La C-H, Cal, SG, M-C, R-P, Lanes
Staff Management
IEIC
DIRS, Restrictive Procedures
TDE
District Assessment Coordinator

**Office Manager
Executive Assistant
Leslie Johns (261)
Winona**
Support for Deb Marcotte
Board of Directors
Superintendents' Advisory Council
Principals' Advisory Council
Cabinet
Federal Allocations
HVED Sites and Office Support
HVED Communications
Inventory and Assignment of Cars

**Business Manager
and
Spanish Interpreter
Letty Hornberg (209)
Winona**
EDRS
Fiscal Year Budget
Annual Audit
Tuition Billing
Fiscal Monitoring
Federal Allocations

**Human Resources Manager
Sarah Huerta (261)
Winona**
Employee Hiring
Employee Orientation
Employee Relations
HVED Culture
Licenses and Variances
Absences and Leaves

**I.T. Systems Coordinator
Mark Stone (261)
Winona**
Mileage App
Inventory and Assignment of
Technology and Equipment
Technology Access

**CSPD Coordinator
Jenny Goede (230)
Winona**
Support Laura Fredrickson
CSPD (all inclusive)
MARSS Coordinator
Targeted Services Coordinator
Infinitec assistance
OW access
FASTBridge access

**Administrative Assistant
Heather Bergen (225)
Kellogg**
Support Amy York
RVA building
MARSS ALC and SAIL
SAIL and ALC support
ESY for SAIL
ALC Learning Year Programs

**Third Party Billing Coordinator
Sue Graf (231)
Caledonia**
Support Don Scheckel
Third Party Billing
B-2 Part C and COSF B-5
CTSS billing
MARSS for B-2 and WIN/ASD
ESY for WIN/ASD
District Calendars
WIN and ASD support

**Office/Program Assistant
Deb Rasmussen (210)
Winona**
HVED Reception
All Data Entry TS and Psychs
Orders and Purchasing
Psych Inventory and Library
Records Retention and Scanning
Deposits and Mail
Process Maker Mileage Verification
Office Supply Inventory

**Payroll and Benefits Coordinator
Camie Black (230)
Payroll**
Benefits Enrollment
Accounting
Accounts Payable
Accounts Receivable
STAR Report

**Computer Support Technician
Brad Budnick (20 hrs/wk)**
Data User Support
Website updates
OW access
FASTBridge access