



# Catalog of Services 2020-21

**CESA 10**  
725 W. Park Avenue  
Chippewa Falls, WI 54729  
[www.cesa10.k12.wi.us](http://www.cesa10.k12.wi.us)



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# Letter from the Administrator

Cooperative Educational Service Agency 10 (CESA 10) is in business to serve educators and students. CESA 10 is committed to providing high-quality services to districts in the areas of leadership, consultation, professional learning, facilities management and specialized personnel who work directly with students.

CESA 10 services are tailored to meet the needs of member districts. In that regard, the agency provides leadership and assistance to districts as they implement state and federal initiatives and as they work to meet guidelines set forth by the Wisconsin Department of Public Instruction and the United States Department of Education. CESA 10 employees are committed to the belief that collaboration is the key to school success in rural Wisconsin.

Please take a moment to review the service options described in this catalog. These are regularly modified based on the needs identified by districts. We continue to encourage your feedback and suggestions related to programs and services.

These are exciting and challenging times for educators in Wisconsin and across the nation. The staff at CESA 10 will continue to do its best to help districts and students succeed.



Michael Haynes, CESA 10 Administrator

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## CESA Governance

CESA 10 is governed by an 11-member Board of Control elected at the annual convention from member school boards. The administrative team works closely with an advisory committee of five superintendents who provide feedback regarding services offered and monthly superintendent meetings. Members of the committee are:

- Cheryl Baker - Abbotsford
- Heidi Taylor-Eliopoulos - Chippewa Falls
- Steve Kolden - Colby
- Cory Kulig - Eleva-Strum
- Scott Woodington - Granton



# Introduction

## COMPLETING YOUR SERVICE CONTRACT

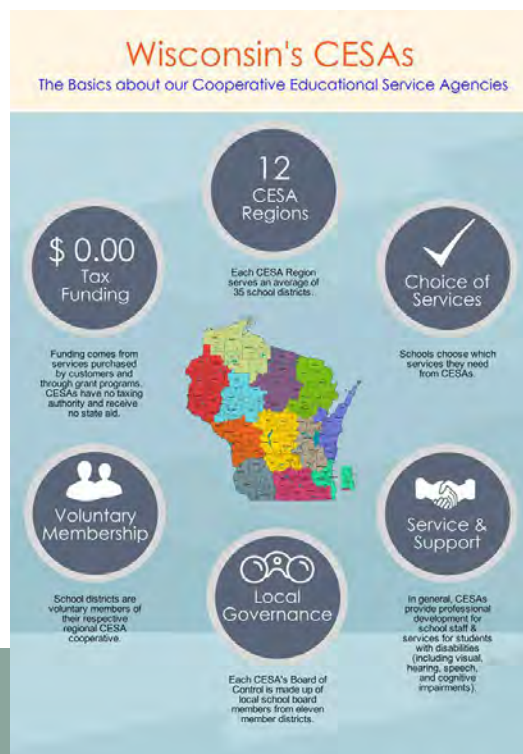
This catalog details the myriad services we provide to help meet the instructional and business goals of your district. Once you decide which services you wish to subscribe to next year, we ask that you follow these steps:

1. Review your district's Summary of Services Estimate sheet. The cost listed indicates our best estimate of what this service will cost your district in 2020-21.
2. Read through the catalog to determine if other CESA services could help you address your school's instructional and business needs.
3. To add a service, write "Add New Service" in the cost column on your Service Summary. CESA will contact you to determine the service fee for your district.
4. If you are uncertain whether you will subscribe to a service next year, please print "Hold" next to the service.
5. After finalizing the list of services you will be using next year and your Board approves this list, sign the Summary of Services Estimate and the Basic Service Contract and return these contracts to Mike Haynes at the CESA 10 office.

**NOTE:** If you are a member of the special education consortium, a special contract must also be signed and returned.

To attract and retain top quality staff, we would like all contracts returned by **Friday, March 27, 2020**. Most importantly, we want to make sure your district uses CESA 10 services that maximize instructional quality and efficient operation.

Thank you for your continued support. Please contact Mike Haynes if you have any questions.



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# ADMINISTRATIVE SERVICES

## LEADERSHIP

## INFORMATIONAL TECHNOLOGY

### PLEASE NOTE:

All of the services related to distance learning and educational technology will be listed in the Educational Technology section of the catalog.

### SOFTWARE HOSTING (AD1)

CESA 10's data hosting service enables school districts and other organizations a cost-effective and secure solution to data management.

Currently, CESA 10 provides hosting services for 48 customers utilizing alio financial software. CESA 10's redundant servers and experienced technicians eliminate the worry about data security and maintenance.

### SUPERINTENDENT SEARCH

CESA 10 can assist your district in the important task of selecting your next educational leader. Our search process will be tailored to meet the needs of your district at a cost that is budget friendly.

From the beginning of the search to beyond hiring, CESA 10 partners with your district to select the highest quality candidate. The search process will be individualized to meet your district's needs, services available include:

- Development of Position Profile and Brochure
- Posting and Advertising
- Collecting Feedback from Staff and Community
- Initial Screening
- Facilitating the Interview and Selection Process

- Acting as a Liaison between the Board and Candidates
- Facilitating Contract Creation
- Mentoring and Coaching for One Year

The Superintendent Search Service is not a service to which districts subscribe annually. It can be added at any time. For more information, contact the agency administrator.

#### Fee For This Service:

- The cost of the search is based on the time and resources needed to conduct the search from start to finish as determined by the activities selected above.

### SUPERINTENDENT MENTORING AND SUPPORT

The position of school superintendent is like no other and the roles as varied and diverse as each school community. Whether new to the position or new to the region, CESA 10 is committed to supporting superintendents as they make the transition into the position.

CESA 10's superintendent support service provides new superintendents the opportunity to network and collaborate with others in similar roles. We provide support and guidance during new and challenging situations as superintendents establish themselves as transformative leaders.

Periodic meetings throughout the superintendent's first year provide an opportunity for new superintendents to connect with other leaders and share ideas and best practices in the area of educational leadership, budgeting, legislative advocacy, community relations, planning, board relations and much more.



#### Program Contact:

Mike Haynes - 715.720.2079  
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# ADMINISTRATIVE SERVICES

## LEADERSHIP

## INFORMATIONAL TECHNOLOGY

### STRATEGIC PLANNING

CESA 10 can assist your district's long- and short-term planning by facilitating the strategic planning process. This service will be tailored to meet the individual needs of your district and will follow a process mutually agreed upon.

The first step, if you chose CESA 10 to facilitate your strategic planning process, is a meeting that includes the CESA 10 administrator and members of your leadership or governance team. Once a process and timeline are established, CESA 10 will facilitate each step and provide templates and tools to ensure your district is prepared to implement a plan.

The assistance of a third party facilitator can be critical to moving forward when funds are tight or board or community members don't all agree. This is when the experts at CESA 10 including former school superintendents, school board members, special education, teaching and learning experts, as well as an entire facilities and safety department can help you and your community prioritize activities and move forward.

We know your district, and you know us. Let us help you improve the safety, efficiency, and effectiveness of your school, your staff, and your culture.

### WISENOTES

CESA 10 is your premier resource for high quality educational speakers and consultants. Our vast array of leaders in education are available to provide keynotes, training, and motivational speaking for CESA 10 member districts and other organizations nationwide.

As an educational service agency, CESA 10 is committed to forming partnerships with the most respected educational leaders in the state and nation in order to make access both affordable and effective.

WISENotes is not a service to which districts subscribe. Please refer to the WISENotes website for more information or to book a speaker.

*"We had an engaging and productive strategic planning session with the team from CESA 10. We felt fortunate to have access to experts with both the inside knowledge of our district and the outside perspective we were looking for from a third party facilitator."*

*Anna Rybicki, Chippewa Valley Montessori Charter School Governance Board*



#### Program Contact:

Mike Haynes - 715.720.2079  
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## OBJECTIVE

The Operations Department of CESA 10 oversees agency-wide business functions in the areas of agency finances, buildings/grounds maintenance, human resources, and purchased services.

The following purchased services are offered to school districts in an effort to increase district efficiency and minimize costs.

## DELIVERY SERVICE (O1)

The CESA 10 delivery van stops at each participating district once a week. Participating districts can easily send and receive instructional materials, communications, shared media, equipment and much more. Districts may send items to/from CESA and any other participating district using the service.

Dependable and reliable, with the added benefit of items being insured by CESA 10. The Van Delivery Service is a convenient way to save your staff time and travel.

### Quick Facts:

- Fee covers the cost of van, drivers, and support services staff
- 17 districts participate in this program.

### Fee For This Service:

- \$1,600 per district

## SOFTWARE SUPPORT

(ALIO, INFINITE CAMPUS, SKYWARD)

CESA 10, along with CESAs 5 and 7, comprise the Wisconsin Regional Computing Center (WiRCC). The WiRCC was created in 1968 to provide cost-effective data processing for schools. Currently, the staff at each of the WiRCC locations provides software support and consulting for alio financial software, Skyward and Infinite Campus.

The WiRCC partnership ensures that all customers, regardless of location, are provided the highest quality user support. Consultants in the partner-CESA locations communicate daily to support customer needs, track effectiveness, and ensure that all customers are served effectively and efficiently. Learn More: <http://www.wircc.org/home>

**NOTE: Schools are billed directly by CESA 5, the fiscal agent for this service.**



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## OBJECTIVE

CESA 10's team of specialists provide continuous school improvement support, professional development, and leadership at CESA 10, regionally, and at your district based on identified needs.

Our School Improvement Services team is here to support your district goals to allow you more time with your school community. You can do anything. You can't do everything. We have your back.

## UNIVERSAL SCHOOL IMPROVEMENT SERVICES (LS1A)

### District Benefits:

- Participation in all School Improvement Services workshops at CESA 10 at no additional cost
- Our team will present any of our workshops in your district if you have 10 or more participants.

### Universal School Improvement Services Includes:

- Leadership Meetings
- Content Workshops and Networks
- Gifted and Talented Systems
- Trauma Sensitive School Support
- DAC Guidance
- Content Collaborative Team Support
- Data and Accountability
- Mentor training
- Assessment including Standards-based Grading
- Equity
- High-Quality Instructional Materials Adoption/Implementation
- Continuous Improvement Planning

- Professional Learning opportunities based on annual district needs assessment

### Fee For This Service:

- This service has a three year option. Contact Kristen Gundry for more information.

## STRATEGIC SCHOOL IMPROVEMENT SERVICES (LS1B)

*Districts must purchase LS1A in order to also purchase this service.*

### District Benefits:

Universal School Improvement (LS1A) benefits  
**PLUS:**

- Onsite district-determined professional learning
- Goals strategically outlined
- Support for district in-service days
- Personalized planning in collaboration with School Improvement Services Team

### Strategic School Improvement Services Includes:

Universal School Improvement (LS1A) benefits  
**PLUS:**

- Review of the systems that support your K-12 content areas
- Evaluation of your systems of support: PLC, RTI, EDS
- District Data analysis
- Transition state standards into learning targets
- Curriculum mapping and standards alignment
- Balanced Assessment: formative, interim, and summative



### Program Contact:

Kristen Gundry - 715.720.2045  
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# SCHOOL IMPROVEMENT SERVICES

- Standards based grading and reporting
- Student centered schedule development and implementation guidance
- Instructional support with Universal Design for Learning
- Educator Effectiveness Implementation Support and Coaching Cycles
- English Learner Support
- Innovative ideas welcome

## Fee For This Service:

- This service has a three year option. Contact Kristen Gundry for more information.

## LITERACY SUPPORT

*No additional costs for districts participating in CESA 10's School Improvement Services Strategic Support (LS1A and LS1B) and participating in Title I support agreements.*

This value added service provides access to our Title I Reading Specialist, and our curriculum experts to support districts with the requirements for literacy under federal and state requirements.

## District Benefits:

- Standards work
- Data, assessment, and grading
- Materials selection
- Professional Development

## LITERACY ACADEMY (LS1C)

Available to districts currently members of our School Improvement Services Strategic Level of Support and our CESA 10 Title I agreement

service. Additional contract and charges apply.

- District readiness and application
- Limited access
- Must complete a literacy study the year prior to application
- Requires a four year contract

## Fee For This Service:

- This service has a three year option. Contact Kristen Gundry for more information.

## CURRICULUM SYSTEMS SUPPORT (LS1D)

*Opportunity for districts participating in CESA 10's Strategic School Improvement Service*

## District Benefits:

Support for interconnected goals related to developing, implementing, evaluating and improving district instructional programs

- In-district service provided by a licensed Director of Instruction
- Implementation of a multi-year plan Includes additional, personalized, on-site time
- Assisting with the creation of a professional development plan connected to the specific curriculum long term plan.
- Providing support to principals and administrative teams in their role as instructional leaders and evaluators of instructional programs

## Fee For This Service:

- This service has a three year option. Contact Kristen Gundry for more information.



### Program Contact:

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# SCHOOL IMPROVEMENT SERVICES

## ENGLISH LEARNER SYSTEMS OF SUPPORT (LS1E)\*

**\*Available if four (4) districts purchase this service.**

**NEW** service for districts participating in the Title III agreements **and** CESA 10's Universal School Improvement Services (LS1A).

Licensed English as a Second Language teacher to build and sustain support.

### District Benefits:

- Language Support provided by a licensed English as a Second Language licensed teacher
- Immersion strategies supports PK-12
- Culturally Responsive Practices Coaching
- Administrative Guidance with Walk-Throughs and EL Look Fors for Educator Development Systems
- Coordination of Translation and interpretation
- Basic English courses available via distance instruction
- Support with creating Language Development Plans
- Technology to support English Learning
- SIOP Training
- WIDA Early Years- Supporting Dual Language Learners age 3-5

### Fee For This Service:

- This service has a three year option. Contact Kristen Gundry for more information.

## PROFESSIONAL LEARNING COMMUNITIES (LS1F)\*

**\*Available if five (5) districts purchase this service.**

**NEW!!** Are you a collaborative leader looking to build distributive leadership in your district? CESA 10 is exploring adding a new service for you.

### District Benefits:

- In-district support for collaborative teams
- Professional learning for all staff
- Instructional coaching centering on data cycles
- Creating and sustaining a student-centered mission and vision
- Support with creating schedules
- Support with creating digital tools to support singletons
- Tier 2 intervention support
- Sharing of success at your board meeting
- Coordination of a teachers-leaders work group in your district to maximize implementation

### Fee For This Service:

- The cost for this service is \$10,300 for districts that purchase School Improvement Services (LS1).
- Any questions or if interested, contact Kristen Gundry.

*"The support and guidance I have received from the Instructional Services staff have been my lifeline! Whether it's been helping me find an appropriate small group intervention, whole school curriculum work, or navigating new ESSA law, these ladies always have or find the answers to all of my questions."*

*Annie Danielson, Reading Specialist.*



### Program Contact:

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# SCHOOL IMPROVEMENT SERVICES

## FEDERAL FUNDING SUPPORT

CESA 10 provides administrative support for the federal funding provided through the Every Student Succeeds Act. Our team works with your district to ensure you have current information and the most effective practices in place to provide support for district instructional leaders. Our ESSA team works to both support and advocate for you at the state level. Our CESA 10 Reading Specialist, ESSA Coordinator, and Budgets and Grants specialist support your district with creating allowable budgets for your districts allocation. Specific support is indicated in the specific Title agreements based on the requirements of the various sections of the law.

Title Agreements are shared with district administrators in the spring.

Agreements include: Title I, Title II, Title III, Title IV, and Title V

### District Benefits:

- In-district site visits to align budgets with programming
- Manage Federal ESSA claims
- Facilitate combined private and public school collaborative consultations
- Revise and adjust budgets as needed per request of district personnel prior to expenditures
- Assistance and support with private school equitable participation
- Assistance and support with ESSA programming
- Assistance and support with application process and timelines

## SUBSTITUTE TEACHER TRAINING

1. Online curriculum - candidates may complete a DPI-approved course at their own pace. This comprehensive curriculum covers everything a new substitute needs to know from classroom management to safety to child development.
2. Face-to-face training - candidates may come to a conveniently scheduled meeting to get in person tips and coaching from a seasoned professional. We will also introduce them to the CESA 10 districts we serve and connect these new substitutes with the contact person in your schools.
3. One-on-one assistance - candidates will be able to meet with CESA staff to navigate the licensing process through DPI so they can move seamlessly through the process and begin subbing right away.



### Program Contact:

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# COLLEGE AND CAREER READINESS

## COLLEGE AND CAREER READINESS (LS2)

College and Career Readiness provides support, training, coaching, and leadership across several areas including STEM, Career and Technical Education and the application and integration of new and innovative technologies.

The areas of CTE, ACP, and STEM are changing rapidly. To meet these changes head-on, CESA 10 has hired excellent, experienced staff to create a road map for schools into these exciting opportunities.

### District Benefits:

#### Academic and Career Planning (ACP):

- Additional implementation strategies beyond grant deliverables
- Customized Redefining Ready assistance
- Personalized support to implement strategies providing student with vital career-based learning experiences
- Assist to promote community stakeholder engagement in all aspects of ACP

#### Career and Technical Education (CTE):

- Provide district leadership and guidance to identify CTE program goals, including analysis of CTE programs and develop a process to implement goals
- Provide assistance to CTE teachers and staff to review curriculum and integrate opportunities for students to earn industry-recognized credentials
- Provide assistance applying for the CTE Technical Incentive Grant and use of funding to strengthen quality CTE programming
- Provide district CTE teachers mentoring opportunities and assistance to promote

and strengthen local Career and Technical Education Student Organization (CTSO) opportunities

### STEM:

- Integration of STEM principles across the curriculum, PreK-12
- Project Lead the Way Support
- Certified Carnegie Science Museum STEM Excellence Pathway Provider
- Support for personalized learning opportunities such as Project Based Learning, Genius Hour, and Maker Spaces

### Community Stakeholder Engagement:

- Assist to strengthen business and industry partnerships
- Assist to gather input from business and industry community members regarding local workforce needs
- Assist to work with area employers and identify current academic, technical and employability skills needed in the workforce
- Provide assistance to districts to implement instructional strategies to strengthen college and career readiness skills identified by employers

### Access to:

- Community Stakeholder Engagement
- Deeper Learning Opportunities
- Professional Development Training on Emerging Technologies
- After-school and Summer STEM Programming Assistance

### Fee For This Service:

- This service has a three year option. Contact Gwen Skoyen for more information.



#### Program Contact:

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gskoyen@cesa10.k12.wi.us

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# COLLEGE AND CAREER READINESS

## YOUTH APPRENTICESHIP

Chippewa Valley Youth Apprenticeship, managed by CESA 10 via a DWD grant, works with 25 school districts in the Chippewa Valley to link students with on-the-job experiences in a way that benefits students, districts, and community businesses. Additionally, as a Chippewa Valley Youth Apprenticeship consortium member, you will have exclusive access to our YA Toolkits through the Chippewa Valley YA website!

### Student Benefits

- Paid work experience
- Opportunity to explore interest in a career area and increase future employability
- State skills certificate
- Higher education credits

### District Benefits

- \$350-\$550 per student signed up for a YA Program and an additional amount up to \$1000 per student who completes the YA program (CTE Technical Incentive Grant)
- Real-world work experience for students
- Community linkages that gain support for the district

### Business/Employer Opportunities

- Recruit and screen potential employees
- Improve the skill level of future workers
- Reduce employee turnover by hiring program graduates
- Help develop skill standards geared to industry's needs
- Partner with local schools to prepare students for their future

*"A recent Greenwood High School graduate has been contracted to enter the ABC of Wisconsin carpentry registered apprenticeship program with Royal Construction. We are excited to see that he completed a Youth Apprenticeship through Greenwood High School and is now going into the Registered Apprenticeship. This great transition from high school youth apprenticeship to the adult apprenticeship--thank you and your CESA for promoting careers in construction and overseeing youth apprenticeships! We really appreciate this opportunity you are offering your students!"*

*Elizabeth Roddy, Recruitment and Training Director, Associated Builders & Contractors of Wisconsin*



#### Program Contact:

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gskoyen@cesa10.k12.wi.us

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# EDUCATIONAL TECHNOLOGY SERVICES

## DISTANCE LEARNING / VIDEO SERVICES

CESA 10 Distance Learning Services connects students and teachers across our region, providing opportunities beyond what is possible within your own school. Using technology, this opportunity removes geographic isolation and disadvantage. Distance Learning also creates educational, social and cultural proximity where geographically it may not exist.

For over 20 years, the Distance Learning team at CESA 10 has been in place. Today we continue to bring a variety of specialties and experiences that provide a rich level of broad services to our districts.

The Distance Learning network is wide and well established through decades of work and dozens of connections. Public and private school districts, universities, technical colleges and other institutions are brought together with state-of-the-art technology on a CESA 10-run network to provide quality access and services with safety, consistency and reliability.

### Distance Learning Networks/Services:

CADENC (LS3)

CWETN (LS4)

Project CIRCUIT (LS5)

WIN (LS6)

Video Services (LS7)

### District Benefits:

- Distant Learning high school and higher education courses
- Live streaming classroom and school events

- Recorded video tools
- Distance Learning management and support
- In-district support and coaching to implement any any/all aspects of these services

### Fee For This Service:

- See contact information for questions and cost of this service.

## INSTRUCTIONAL MEDIA CENTER (LS8)

This service provides collaborative support for media specialists through in-district consulting and professional development. Curricular resources that meet state standards, support current educational initiatives, and respond to the curricular and professional development needs of all teachers are made available for users.

### District Benefits:

- The CESA 10 IMC provides access to educational resources that are too costly to purchase or used infrequently. High quality, professional support is available for implementing and integrating the resources.
- Online resources are also available 24/7 and can be accessed both in and out of school.
- Provide teachers and students with instant and engaging content on endless topics for all grade levels.
- Over 8,000 circulating items
- Some services can be funded through the Special Education IDEA Grant

### Fee For This Service:

- Cost is based on district size.



### Program Contact:

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# EDUCATIONAL TECHNOLOGY SERVICES

## BIG RIVERS LIBRARY CONSORTIUM (LS9)

The Instructional Media Center hosts Follett's Destiny—a web-based, library management program for school libraries. This service is designed to provide school districts with an opportunity to increase the effectiveness of their school library media centers and improve student academic achievement by making district resources accessible from home and school. Each district maintains their own separate database; however, all databases are housed on one central server at CESA 10. The configuration reduces demands on your IT department, while still allowing autonomy for media specialists to manage their own records and policies. CESA 10 provides a secure hosted environment for consortium members and includes comprehensive data backup, reliable technology, and responsive administrative support.

### Fee For This Service:

- Hosting fee is based on district size and participation in LS9.
- Common School Funding cannot be used to pay hosting fee.

## E-RATE SUPPORT (LS10)

The federal E-Rate program provides funding for schools' internet access and internal connections. The E-Rate application is a year-round process that requires filing the appropriate forms within required timeframes, and often requires work on three fiscal year applications at one time. CESA 10 ensures compliance with program requirements and deadlines to maximize your district's funding.

### District Benefits:

- Comprehensive assistance and support for your district's federal E-Rate application.
- Guidance for compliance with all E-Rate requirements and regulations.
- Support for securing state technology funds.

### Quick Facts:

- 50 school districts and agencies utilize this service
- \$2.1 million of E-Rate funds committed to the 50 CESA 10 supported entities in 2019-20
- 70,000 rural students benefit from accessing the internet efficiently using CESA 10's E-Rate support

### Fee For This Service:

- See contact information for questions and cost of this service.

*"Thank you for all you do for all of the district in CESA 10. The IMC/library is such an asset, and it houses things that districts can't otherwise afford. Thanks for your organization, commitment, and positive spirit there!"*

*John Gaier, District Administrator, Neillsville School District*



### Program Contact:

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# FACILITIES MANAGEMENT

## OBJECTIVE

CESA 10 has been involved in providing facility-related services to schools and municipalities since the mid-1990s. Our Facilities Management Department strives to provide safe, healthy, efficient, comfortable, energy, and resource-conscious environments through shared knowledge, linkage to resources, and sustainable actions.

The department's main areas of concentration are:

- Environmental Health and Safety
- Environmental Project Consulting
- Referendum Planning
- Facility Assessments
- Construction Management
- Owner's Representative
- Natural Gas Transportation
- Focus on Energy

Decades of experience and expertise managing institutional facility needs complement CESA 10's unique position as a nonprofit educational service agency. In the last five years, more than 250 districts have utilized CESA 10 for their facility needs.

## ENVIRONMENTAL HEALTH AND SAFETY SERVICES (FM1)

CESA 10's Environmental Health and Safety (EHS) Service provides cost-effective safety solutions while maintaining compliance with local, state, and federal regulatory agencies. Our team of experienced consultants serves more than 25% of the school districts in the state. S

### District Benefits:

- Site Safety Inspections
- Fume Hood Inspection
- Documentation/Program Audit
- Safety Program Training
- Review of DSPS Regulatory Inspections
- Assistance with Written Programs
- MSDSOnline Chemical Management
- Asbestos Inspections (AHERA 6-month and 3-year)

### Fee For This Service:

- Due to the nature of EHS services, an additional contract is required. Contracts are renewed in May and can be previewed upon request.

## ENVIRONMENTAL PROJECT CONSULTING

Unlike many construction companies, CESA 10 is a fully-insured environmental company with certified professionals in Lead Hazard Inspection, Asbestos Supervision, Inspections, and Management Planning. This allows us to provide additional environmental project consulting for:

- Chemical Inventory Management
- Lead in Water Testing
- School Radon Testing
- Mock OSHA Audits
- Bulk Sampling
- Indoor Air Quality Testing
- Review of environmental hazards (asbestos, lead, mold)
- Project budgeting and scheduling
- Site verification to ensure environmental issues are resolved safely and efficiently



### Program Contact:

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# FACILITIES MANAGEMENT

## REFERENDUM PLANNING

CESA 10 takes a multi-faceted approach to referendum planning. Facility Managers first review the district's strategic goals to determine their needs. Project Managers then perform a comprehensive facility audit to identify deferred maintenance needs, cost estimates, and provide solutions to ongoing challenges. Environmental experts consult during this step to ensure code compliance and proper contingencies are in place. Business Analysts research past referendum results and review community demographics and Marketing Specialists create a customized campaign package that focuses on school branding and messaging. The entire process is transparent so the district, Board of Education, and community understands the identified needs and the importance of fulfilling them.

## FACILITY ASSESSMENTS

Facility studies are a specialty of CESA 10 Facilities Management. Hundreds of customers have benefited from our investment grade audits, flexible prioritization matrices, and long-range planning. A facility assessment is often the catalyst to increase the safety, security, and efficiency of your buildings.

In addition to our all-encompassing facility assessments, CESA 10 also offers customized studies in the following areas:

- Roofing
- Space Utilization and Cost Analysis
- Shop Areas to Include Tech Ed and Wood/Metals
- Playgrounds
- Mock OSHA
- Food Service Studies
- HVAC Troubleshooting and Optimization
- Fund 46
- Technology

The Facilities Management department's team of engineers, Indoor Air Quality Professionals, School Risk Managers, Energy Managers, and Asbestos Management Planners, among many others, boast hundreds of years of cumulative experience specializing in school facilities.

*"The CESA 10 Facilities Management team conducted a comprehensive review of all of our educational facilities. Their customer-friendly process revealed both the strengths of our building program as well as the areas that were of concern. Armed with a team that understands the inner workings of day-to-day school operations as well as the technical side of building operations, the CESA 10 Cost Analysis and Facility Review is a process everyone should consider when master planning or in advance of considering any building referendum or capital project."*

*Terry Slack – District Administrator, School District of Wisconsin Dells*



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# FACILITIES MANAGEMENT

## CONSTRUCTION MANAGEMENT

CESA 10 can serve as your construction manager from project identification and bidder selection, to subcontractor management and ensuring proper closeout. Our experienced team will act in your best interest to ensure the project stays on schedule and within budget.

CESA 10 also offers Construction Management as Agent, a service where the district holds the contractor and supplier contracts. This service allows CESA 10 to assist in a full-service way while avoiding additional bond costs.

Whether you want ultimate control over your budget or would rather have CESA 10 take the reins, this service allows our professional Project Managers to operate as the decision-maker on your behalf for a turnkey, yet fully transparent, project.

## OWNER'S REPRESENTATIVE

Our Owner's Representatives will act as your advocate and advisor through the review of contracts, design documents, change orders, bids, work completion, and quality. This unbiased, third-party review will be valuable during the design, installation, and ongoing operation of your equipment. Construction companies tout confusing contracts and hidden fees. Utilize a CESA 10 Owner's Representative to work solely for the district and cut through all the clutter.

*"In the first three months as our Owner's Representative, CESA 10 has saved our district more than \$800,000! This was done by releasing competitive RFPs, careful contract review, and identifying hidden fees. The dollars saved have paid for their services three times over. I highly recommend CESA 10 to anyone looking to save money and reduce the headaches that often accompany construction projects."*

*Greg Corning – District Administrator, School District of Mondovi*



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# FACILITIES MANAGEMENT

## NATURAL GAS PURCHASING

The Natural Gas Purchasing Program was created in 1996 at the request of a school district. CESA 10 partners with a reputable natural gas marketing company to offer districts a sheltered budget through locked-in rates. Today, more than 28 school buildings in 14 districts take advantage of this lucrative service.

CESA 10 holds a periodic meeting on the history and goals of the program, including who is a good candidate, what a natural gas futures contract looks like, and the predicted future of the market. Districts are only able to join the Natural Gas Purchasing Program during a small window of time.

## FOCUS ON ENERGY

Focus on Energy is Wisconsin's statewide program for energy efficiency and renewable energy. The program provides technical expertise and financial assistance to complete projects that otherwise would not be completed or help them happen sooner than scheduled.

### District Benefits:

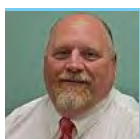
- There is no cost for Focus on Energy services. Eligibility depends on your district being served by a participating utility.
- Financial incentives are available for lighting, HVAC, process systems, and kitchen and refrigeration equipment.
- The Agriculture, Schools and Government Program gave more than \$6 million to Wisconsin schools and local governments in 2019.

If your District is considering upgrading equipment or building renovations, contact Focus on Energy today to find out how they can help pay for energy-efficient system upgrades. Call 888.947.7828 or visit [www.focusonenergy.com](http://www.focusonenergy.com) for more information.



*"CESA 10's Natural Gas Purchasing Program is easy to use and really gives me confidence that I am making the best decisions for my district. I would highly recommend it to any school looking to take the guesswork out of natural gas budgeting."*

*Cale Jackson, District Administrator, School District of Loyal*



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# SPECIAL EDUCATION AND PUPIL SERVICES

## OBJECTIVE

The CESA 10 Special Education and Pupil Services Department assists school districts in providing appropriate educational services to students with IEPs, in accordance with the Federal Individuals with Disabilities Education Act (IDEA).

The Department is dedicated to support participating districts in the development, implementation and evaluation of quality programs and services for students with disabilities. Guidance is provided to all districts for meeting the requirements of state and federal special education laws and regulations and coordinating the budgeting and management of special education funds and grants. The Department also provides and supervises licensed staff, itinerant services and district leadership.

The CESA 10 Department of Special Education and Pupil Services has been rated by area School Superintendents to be both highly responsive to meeting their needs (85.7%) and at a very high level of overall satisfaction with service delivery (85.8%).

### Quick Facts:

- Professional Development events provided in 2018-2019
- 61 highly qualified and licensed staff service CESA 10 districts
- 25 specialized services for special education and pupil services
- \$1,248,801 captured and returned to participating districts in 2019-20.
- 11 state and federal grants managed for a total of \$782,910

- \$2,923,644 captured for 15 districts via claiming and grant management
- 547 CESA 10 district students were provided specialized IEP services in 2019-20, along with additional students in CESA 11.

## SPECIAL EDUCATION LEADERSHIP (SE1A)

CESA 10 staff is licensed and experienced in recruiting, interviewing, hiring and evaluating special education staff. We provide leadership proficient in law, researched-based educational practices, parent rights, functional assessments, behavior strategies and plans, manifestation and expulsion hearings. Additionally our leaders are adept at fiscal management of special education funds, spending requirements and limitations. We will guide your district in the efficient and effective application of special education funds.

CESA 10 has proven experience across multiple districts with special educators, saving district resources and administrator time. Get access to the best leaders who participate in continuous, current professional development and updates through CESA 10. We will also provide leaders the opportunities for director networking via RSN, and fiscal support for latest trends and requirements for special education funds. Save time and money today by using Special Education Director Leadership.



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# SPECIAL EDUCATION AND PUPIL SERVICES

## NEW DIRECTOR/DESIGNEE SUPPORT (SE1B)

New Director Support provides responsive real life mentoring and practical help for new directors. We are on call with tools, resources and strategies for budgets, evaluation, IEP and legal compliance knowledge. Ensure the success of a newly hired staff while and avoiding budget errors, inadequate IEPs, parent complaints and due process hearings.

CESA 10 provides expert personalized support for each director/designee far beyond what is available through issue specific phone contact with DPI, via mentoring and coaching.

## SPECIAL EDUCATION ADMINISTRATION/FISCAL SUPPORT (SE2A)

Special Education Fiscal Support provides assistance for administrators and bookkeepers with reporting requirements for IDEA, budget development, filing of claims and assurances, categorical aid, MOE, and equitable services calculations.

CESA 10's fiscal experts provide guidance to maximize the effective utilization of district special education dollars. This service may be covered using IDEA grant funds.

### Fee For These Services:

- See contact information for questions and cost of these services.

## EARLY CHILDHOOD ADMINISTRATION SUPPORT (SE2B)

Early Child Administration Support provides technical assistance and support to district early childhood educators, speech/language pathologists and office personnel. Support is focused on DPI required results and coding reporting ensuring accuracy and timeliness in district submissions. For your convenience, technical assistance is available face-to-face, via phone, and electronically.

CESA 10 has extensive experience troubleshooting with multiple districts. Our expertise on both the required content and methods associated with the multiple reports required by the WDPI will ensure accuracy and compliance for your district.

## SBS/MEDICAID SUPPORT (SE2C)

SBS/Medicaid Support service provides high quality comprehensive management of all facets of capturing SBS/Medicaid dollars for districts. Technical assistance, support and vendor coordination is provided. In-district training is provided for staff, with individual support when needed as well as quarterly submission of financials. Resources, materials and strategies are provided to increase and maintain efficient and accurate documentation of eligible services provided to districts.

*"I cannot say enough about our new Special Education Director!! She brings energy, expertise and passion. She continues to assist our SPED staff to better serve our students. Thank you, CESA 10 Special Education and Pupil Services" Todd Felhofer, District Administrator, School District of Greenwood.*



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# SPECIAL EDUCATION AND PUPIL SERVICES

The high priority focus and close oversight of this service ensure that your district both claims and receives every allowable dollar. Ongoing communication with both the vendor and governmental agencies improves procedures and ensures expert service. Our quarterly reviews and enhancements provide resources, strategies and training practices. Our staff maintain active efforts to build staff awareness and motivation to participate with the goal of increasing dollars for districts every year.

## PROGRAM CONSULTATION (SE2D)

Access in-district consultation for educators and administrators on current special education issues, and technical assistance and support with challenging or uncommon student needs through CESA 10's Program Consultation service. Assistance and coaching is provided to special educators on using student data and developing improvement plans. Build your staff capacity with behavior management, assessment and IEP development and implementation with staff training on both an individual and group basis. We can also assist with parent questions and concerns, and lead or moderate contentious IEP team meetings.

### District Benefits:

- Highly trained and experienced consultants who can address multi levels of complexity, incorporating solutions for all stakeholders.
- The ability to specialize general requirements and best practices to individual districts, educators, students and families.

- Expertise in coaching, observational study, student behavior and school systems. Experienced in field tested strategies, developed for school settings.
- Ability to de-escalate tense and challenging situations.

## PROFESSIONAL DEVELOPMENT (SE2E)

This service provides professional development offerings and networking opportunities for special educators, paraeducators and special education leaders covering state and federal educational initiatives and current trends in special education.

CESA 10 provides a comprehensive menu of offerings tailored to the needs of special educators at free or reduced cost access for participating district staff. Our cooperative method gives us the ability to bring in presenters and specialized trainings beyond individual district budgets. We utilize various learning methods and platforms to increase district staff access. CESA 10 also provides networking opportunities for specific groups of professional special educators.

### District Benefits:

- Educator and paraeducator access to engaging and collaborative professional development opportunities
- Access to specific professional development tailored to your staff and district's needs
- Availability of professional development options for new special educators, pupil services staff, and those staff on improvement plans



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# SPECIAL EDUCATION AND PUPIL SERVICES

## PARAEDUCATOR.NET (SE2F)

Participation in this service gives a district subscription access to providing an online option for paraeducators to obtain “Highly Qualified” certification as required by State and Federal guidelines, as well as participating in ongoing professional development to improve job performance. A district can utilize a standardized protocol of required courses and assessments or develop an individualized listing for each paraeducator.

Software support includes participant enrollment, data management, technical assistance and progress monitoring, available to participants and district administrative staff. Certificates are issued upon the successful completion of “Highly Qualified” requirements.

### District Benefits:

- Provides professional coaching for paraeducators.
- Provides a method for paraeducators to meet “Highly Qualified” status if they lack the required two years of technical college or a four-year college degree.
- Provides a comprehensive program of skills and expertise to enhance paraeducator job performance and effectiveness.
- Can be individualized to address specific skills areas for development or improvement.
- Can be utilized to support a paraeducator’s Specific Learning Objective (SLO).
- Maintains a record of the paraeducator’s completed courses and assessments, as well as their competency scores.

### Fee For These Services:

- Cost is based on subscription cost divided among the number of user districts’ ADM.
- Fees range from \$30-\$200
- Can be funded through IDEA funds

## SCHOOL PSYCHOLOGIST (SE3A)

Allow CESA 10 to do the recruiting, hiring, retention and evaluation of highly qualified and fully licensed school psychologists to save your district time and cost.

CESA 10 provides the opportunity for districts to access the exact amount of school psychology services needed, while sharing costs and avoiding the time commitment of recruitment and hiring activities, and evaluation headaches.

### District Benefits:

- Evaluation of students referred for possible disabilities
- Expert coordination of due process procedures through the referral process
- Participation in IEP teams including written documentation of IEP decisions
- Management of the medical information regarding the educational and psychosocial needs of students who have IEPs or are referred for evaluation
- Psychological expertise available for individual or group counseling, IDEA legal compliance, teacher consultations, and parent conferences



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# SPECIAL EDUCATION AND PUPIL SERVICES

## SCHOOL PSYCHOLOGIST SUPPORT SERVICES (SE3B)

CESA 10's School Psychologist Support provides comprehensive professional development opportunities and supervision for school psychologists. We offer access to a library of current assessment materials and test protocols and support for computerized scoring. Professional networking with individual and group support is also included.

Ongoing current professional development supported with networking specific to the profession provides expert staff and cost savings to districts as materials and test purchases are shared. Psychologists benefit from responsive interaction with supervisors regarding challenging cases and procedural issues. Network sharing also improves professional performance and staff satisfaction. Protect and support your valuable staff by accessing this service today.

### Fee For These Services:

- Cost is based on districts' ADM.
- Can be funded through IDEA funds

## VIRTUAL CLERICAL SERVICES (SE3B(A))

Virtual Clerical Services provide support for IEP software forms, documentation, record keeping and filing. This NEW program saves valuable psychologist time for evaluation, observation and other student-based activities. It also helps to keep districts IEP-compliant, without the need for hiring additional in-district secretarial staff.

## SEEDS SOFTWARE/SUPPORT (SE3C)

CESA 10's SEEDs Support Team provides technical assistance, training and support for district special educators utilizing the SEEDS software document management system. Utilization provides a platform to enhance your district's SBS/Medicaid claims and resulting return of revenue.

CESA 10 SEEDS Software personnel obtains all upgrades and has input into the software's evolution. CESA 10 also has cross-trained staff available by easy access to all participating districts' special educators.

## ITINERANT SERVICES

Itinerant services through CESA 10 are developed to assist rural districts as they serve students with disabilities. Available services include instructional services and support from specially trained and licensed educators for students with significant hearing and vision impairment and loss (HI and VI). Additionally, VI instructors can provide Orientation and Mobility Services. Educational interpreters are also available to work directly with hearing impaired students who require that assistance.

CESA 10 employs occupational and physical therapists, a school nurse, and educational audiologists to provide the related services required in student IEPs and to support both regular and special educators in their work with students with disabilities. Direct student services, assistance with assessment, specialized equipment, assistive technology,



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# SPECIAL EDUCATION AND PUPIL SERVICES

device testing, implementation and follow up, as well as teacher training and support are provided. This service delivery model brings quality, cost-efficient services to students and staff in their respective districts.

CESA 10 itinerant educators, the nurse, therapists and audiologists all document and provide the necessary information for eligible SBS/Medicaid claiming.

## HEARING-IMPAIRED INSTRUCTIONAL SERVICES (SE4A)

In this service, assessment and instructional services are provided by a licensed educator of the Deaf and Hard of Hearing. Itinerant instruction, educational consultation, and resource information are provided. Instructional support may include pre-teaching, re-teaching, reinforcement of classroom information, or supplanting a class.

This service enables districts to provide mandated special education to low incidence students through a purchased service, at an efficient cost, matched to each individual students' needs. We eliminate the need for individual districts to seek and hire Hearing Impaired specialists, who are limited in number.

### District Benefits:

- Provides consultation, materials and techniques to teachers who have students with hearing impairments

- Provides instructional services to support the IEP of students with a hearing impairment.

## EDUCATIONAL INTERPRETER/ COMMUNICATIONS AIDE (SE4B)

CESA 10's Educational Interpreter/Aide service provides certified/trained staff who facilitate communication for deaf students. This increases opportunities for students to participate in a school environment. Services are based on specific student needs and may be paid for using IDEA funds.

CESA 10 recruits, hires and trains qualified staff to be assigned to districts based on your individual students' needs. We provide time and cost savings to districts, as well as flexibility as student needs and enrollments change.

## EDUCATIONAL AUDIOLOGY BASE SERVICES (SE4C)

This service provides audiological evaluation for any student with a suspected hearing loss or difficulty. Educational audiology services include providing and fitting individual student auditory trainers, FM systems and custom made ear molds. Assessment of students' learning environment and staff training is also available.

*"These services have added greatly to my child's ability to participate and truly benefit from all that is happening in his class and school."*

*Parent of Elementary School Student*



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# SPECIAL EDUCATION AND PUPIL SERVICES

CESA 10 employs licensed educational audiologists who, on an itinerant basis, visit schools. Such specialized staff is difficult to recruit and retain. CESA 10 audiologists are active proponents for FM systems, assisting educators in enhancing their verbal communications, and saving their voices while maximizing students' access to verbal information and instruction.

## EDUCATIONAL AUDIOLOGY IEP-RELATED SERVICES (SE4D)

CESA 10 provides audiological rehabilitation as well as individualized equipment fitting and management services for students with IEPs. The service also includes provision of support for classroom and special education teachers of Hearing Impaired students. We provide communication with students' clinical audiologist on amplification and individual needs for appropriate auditory access.

The expertise and experience of CESA 10 audiologist staff is well known and valued. Services are also provided to neighboring CESAs unable to hire qualified staff.

### District Benefits:

- Availability of trained experts who target specific student needs
- Quality support for general classroom and special education teachers who are working with hearing impaired students
- On-site maintenance and monitoring of hardware and equipment
- Recommendations and modifications to enhance and improve current services and equipment

## OCCUPATIONAL THERAPY (SE4E) PHYSICAL THERAPY (SE4F)

CESA 10 OT services provide specialized designed intervention methods to assist students with self-care and classroom activities. Education, consultation and support to family members working on student IEP goals is also provided. We facilitate critical communication between medical and community-based providers regarding students with educational and development needs.

CESA 10 PT services provide specialized strategies to enhance a student's positioning and mobility in the school environment. Recommendations are provided for equipment to assist students in the classroom and provide mobility in school, seeking to obtain full participation in classroom activities for students with IEPs. Services help to ensure students can fully benefit from special education services required by the IEP.

CESA 10 recruits, hires and retains quality occupational and physical therapists and supports them in an itinerant service provider model. This allows districts to receive excellent services for lower costs, provided in the school setting. For all eligible services, CESA 10 therapists document and submit information for allowable SBS/Medicaid billing and return funds to districts to offset service costs. Services may also be funded with IDEA dollars.

Assistive technology diagnostic, consultative, and instructional services are available to improve students' access to their educational programs and to facilitate teams to support student use of current and innovative technology. CESA 10 provides an experienced assistive technology consultant to support a local district



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# SPECIAL EDUCATION AND PUPIL SERVICES

through the diagnostic evaluation of an individual student's assistive technology needs.

## OVERDRIVE SERVICES (SE4E(A))

This online service provides audio books to allow full access to additional curriculum materials (novels, etc...) for special education populations in grades 3-12. There is an initial charge for setup, and then an annual fee based on usage and size of district.

CESA 10 guarantees no waiting period if the material requested is available in audio format. Once CESA 10 purchases the material, the books stay in our library and available materials continue to grow for all parties. We provide easy and quick access, usually within two hours. Technical support is also provided to students and teachers as part of the service.

## VISION-IMPAIRED SERVICES (SE4G)

### ORIENTATION AND MOBILITY (SE4G(A))

CESA 10 VI consultants provide assessment and instructional services for students with visual impairments, as well as support for classroom and special educators. Technical support and instruction is provided for Braille technology, and communication is facilitated between medical and community-based providers.

CESA 10 O&M staff provides assessment and instruction of students who are blind or visually impaired (BVI) with the purpose of developing skills and knowledge to enable them to confidently travel in all environments safely, efficiently, and independently.

CESA 10 recruits, hires and retains quality Vision-Impaired and Orientation and Mobility instructors, supporting them in an itinerant service provider model. This allows districts to receive excellent services for lower costs, provided in the school setting. CESA 10 has hard-to-find certified staff on-board for this specialty Orientation and Mobility service.

For all eligible services, CESA 10 therapists/consultants document and submit information for allowable SBS/Medicaid billing and return funds to districts to offset service costs. Services may also be funded with IDEA dollars.

## NURSING SERVICES (SE4H)

Your school can benefit from provision of services from a licensed nurse to direct student medication management, immunization requirements and screening activities. The nurse can also assist in establishing health policies, procedures and staff training as well as participating in IEPs and 504 Planning meetings for students with special health care needs. The nurse can also facilitate communication with county, state and community agencies.

Part and full-time School Nurse Services are available through CESA 10 for all districts in the Chippewa Valley.

### District Benefits:

- Increased safety and health for your students
- Updated health policies and procedures which are in compliance with state and federal requirements including HIPAA
- Quality supervision and training for staff



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# SPECIAL EDUCATION AND PUPIL SERVICES

designated for dispensing medication and performing medical tasks

- Ongoing monitoring of delegated health care tasks
- Coordination of emergency planning with local physicians and clinics
- Expertise to manage complex student health issues
- CPR/AED and First Aid training for school emergency response teams

## IN-DISTRICT PERSONNEL

Allow CESA 10 to recruit, hire, retain and evaluate quality school-based staff to serve in districts in hard to fill positions including: Early Childhood Special Educators, Speech/Language Pathologists, Special Education Paraprofessionals, and School Social Workers.

- Early Childhood Special Education Teacher (SE5A)
- Speech-Language Pathologist (SE5B)
- Special Education Paraprofessional (SE5C)
- Social Worker (SE5D)

CESA 10 recruits and hires qualified staff to be assigned to your district based on your individual students' needs. Using CESA 10 staff saves time and resources!

## FOSTER GRANDPARENTS (SE6)

The CESA 10 Foster Grandparent Program (FGP) pairs Foster Grandparents with students to serve as role models, mentors, tutors, and friends. Foster Grandparents are income qualified adults who are at least 55 years old. They work in classrooms during the school day under the direction of teachers on tasks such as reading, practicing math facts, and spelling words.

Due to the efforts of the CESA 10 Foster Grandparent Coordinator, and support by CESA 10 districts, this program has continued despite recent changes in state methods of funding. This program has been honored as a Daily Point of Light recipient for being an exemplary model for intergenerational relationships.

### Foster Grandparents:

- Develop relationships with the students and other adults in the school.
- Offer comfort and love, setting a child on the path toward a successful future.
- Work individually with students to meet their needs one-on-one.
- Share experiences, wisdom and compassion.
- Earn a small stipend and a transportation reimbursement if income qualified.
- Serve a minimum of 15 hours/week.
- Are provided pre-service and in-service training as well as insurance and often a school meal while serving.

The Foster Grandparent Program is sponsored by The Corporation for National and Community Service, Wisconsin Department of Health Services and locally by CESA 10.



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