



*Where service and leadership unite*

February 4, 2022

Thank you for your continued partnership with Cooperative Educational Service Agency 10!

Enclosed you will find the following:

- 2022-23 Service Contract
- 2022-23 Summary of Services Estimate (Attachment A)
- 2022-23 Service Contract Timeline
- 2022-23 Catalog of Services

**2022-23 Service Contract and 2022-23 Summary of Services Estimate (Attachment A)**

***Contract:***

This contract explains how your district will be invoiced for services. **This form is to be signed by your district's authorized person and returned to Leigh McMahon by March 25, 2022.**

***Summary of Services Estimate (Attachment A):***

As in the past, this spreadsheet indicates the services your district is receiving this year and the **estimated** cost for the next year. Costs may change during the school year due to student and/or district needs.

We have added columns for you to indicate if you would like to purchase an additional service and/or if you would like to participate in the three-year option being offered for some of our services. The estimate form also denotes how/when each service is billed.

The Summary of Services Estimate does not need to be signed, but it does need to be returned with any changes. It has been made to be a working attachment to the Service Contract. If we do not receive your district's Summary of Services Estimate, we will assume there are no changes. **Please make all your additions and deletions on this form and return to Leigh McMahon by March 25, 2022.**

**2022-23 Catalog of Services**

The 2022-23 Catalog of Services contains detailed descriptions of services currently provided, as well as other key facts pertaining to each service. Please use as a reference when deciding on services. Please share with your board members. Catalog of Services Link.

If you have any questions, please contact Mike Haynes at [mhaynes@cesa10.k12.wi.us](mailto:mhaynes@cesa10.k12.wi.us) or Leigh McMahon at [lmcmahon@cesa10.k12.wi.us](mailto:lmcmahon@cesa10.k12.wi.us). [Catalog of Services link.](#)

We look forward to supporting your district in the coming year!

Sincerely,

*Mike*

Summary of Services Estimate 2022-23 (Attachment A)\*\*

**Stanley Boyd**



**ADMINISTRATIVE SERVICES**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
		Superintendent Mentoring and Support	No Charge			
		Strategic Planning	After Completion			
		Software Support	Billed Quarterly by CESA 5			

**INFORMATION TECHNOLOGY**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
IT 1		Software Hosting Service	Quarterly	\$ -		\$ -
		Network Vulnerability Assessments	After Completion			
		Information Technology Services	Invoiced			
<b>Total Information Technology</b>				\$ -	\$ -	\$ -

**OPERATIONS**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
O 1		Delivery Services	Quarterly	\$ -		\$ -
		Payroll Services	Invoiced			
<b>Total Operations</b>				\$ -	\$ -	\$ -

**LEARNING SERVICES**

Code	Check to add services	Service	Invoiced	Check for 3 yr option	Local Cost	Grants	Total
LS 1A		Universal School Improvement Services	Quarterly		\$ -		\$ -
LS 1B		Strategic School Improvement Services	Quarterly		\$ -		\$ -
LS 1C		Reading Specialist Support	Quarterly		\$ -		\$ -
LS 1D		Federal Funding Management Support Membership	Quarterly		\$ -		\$ -
LS 1E		Equity Support (CORE)	Quarterly		\$ -		\$ -
<b>Total Learning Services</b>					\$ -	\$ -	\$ -

**COLLEGE AND CAREER READINESS**

Code	Check to add services	Service	Invoiced	Check for 3 yr option	Local Cost	Grants	Total
CCR 1		College and Career Readiness	Quarterly		\$ -		\$ -
		Youth Apprenticeship	Contact Director for More Information				
<b>Total College and Career Readiness</b>					\$ -	\$ -	\$ -

**EDUCATIONAL TECHNOLOGY**

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
ET 1		CADENC	Quarterly	\$ -		\$ -
ET 2		CWETN	Quarterly	\$ -		\$ -
ET 3		Project CIRCUIT	Quarterly	\$ -		\$ -
ET 4		WIN	Quarterly	\$ -		\$ -
ET 5		Instructional Media Center	Local is Quarterly Grant is 2x/yr (Dec & Jun)	\$ -	\$ -	\$ -
ET 6		Big Rivers Library Consortium	Quarterly	\$ 1,265		\$ 1,265
ET 7		E-Rate Support and Technology Planning	Quarterly	\$ 5,150		\$ 5,150
<b>Total Educational Technology</b>				\$ 6,415	\$ -	\$ 6,415

Mike Haynes,  
Administrator  
CESA 10  
725 W. Park Avenue  
Chippewa Falls, WI

**Summary of Services Estimate 2022-23 (Attachment A)\*\***

**Stanley Boyd**

**FACILITIES MANAGEMENT**

*\*An additional signed contract is required for this service*

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
FM 1		Environmental Health and Safety*	Quarterly	\$ 3,616		\$ 3,616
		Environmental Project Consulting	Per Separate Contract			
		Referendum Planning	Per Separate Contract			
		Facility Assessments	Per Separate Contract			
		Construction Management	Per Separate Contract			
		Owner's Representative	Per Separate Contract			
		Natural Gas Transportation	Direct Billed by Gas Company			
<b>Total Facilities Management</b>				\$ 3,616	\$ -	\$ 3,616

**SPECIAL EDUCATION AND PUPIL SERVICES**

*Many of these services are based on student need*

*All grant money is invoiced separately in December and June*

Code	Check to add services	Service	Invoiced	Local Cost	Grants	Total
SE 1A		Special Education Leadership	Quarterly	\$ -	\$ -	\$ -
SE 1B		New Director/Designee Support	Quarterly	\$ -	\$ -	\$ -
SE 2A		Special Ed Administration/Fiscal Support	Quarterly	\$ -	\$ 12,800	\$ 12,800
SE 2B		Early Childhood Administration Support	Quarterly	\$ -	\$ 2,200	\$ 2,200
SE 2C		SBS/Medicaid Support	Not Billed	\$ -	\$ -	\$ -
SE 2D		Program Consultation	Quarterly	\$ -	\$ -	\$ -
SE 2E		Professional Development	Quarterly	\$ -	\$ -	\$ -
SE 2F		ParaEducator.net	Quarterly	\$ -	\$ 315	\$ 315
SE 3A		School Psychologist Services	Quarterly	\$ -	\$ -	\$ -
SE 3B		School Psychologist Support	Quarterly	\$ -	\$ 6,350	\$ 6,350
SE 3B(A)		Virtual Clerical Services	Quarterly	\$ -	\$ -	\$ -
SE 3C		SEEDS Software/Support	Quarterly	\$ -	\$ 1,100	\$ 1,100
<b>Itinerant Services</b>						
SE 4A		Hearing Impaired Instructional Services	Quarterly	\$ 15,000	\$ 4,700	\$ 19,700
SE 4B		Educational Interpreter/Communications Aide	Quarterly	\$ -	\$ -	\$ -
SE 4C		Educational Audiology - Basic Services	Quarterly	\$ 5,969	\$ 500	\$ 6,469
SE 4D		Educational Audiology - IEP Related Services	Quarterly	\$ 15,525	\$ 500	\$ 16,025
SE 4E		Occupational Therapy	Quarterly	\$ -	\$ -	\$ -
SE 4E(A)		Overdrive Subscription	Quarterly	\$ -	\$ -	\$ -
SE 4F		Physical Therapy	Quarterly	\$ 44,431	\$ 5,000	\$ 49,431
SE 4G		Vision-Impaired Services	Quarterly	\$ 5,935	\$ 500	\$ 6,435
SE 4G(A)		Orientation and Mobility	Quarterly	\$ -	\$ -	\$ -
SE 4H		Mental Health Consultant	Quarterly	\$ -	\$ -	\$ -
<b>In-District Personnel</b>						
SE 5A		Early Childhood	Quarterly	\$ -	\$ -	\$ -
SE 5B		Speech/Language	Quarterly	\$ -	\$ -	\$ -
SE 5C		Special Education Paraprofessional	Quarterly	\$ -	\$ -	\$ -
SE 5D		Social Worker	Quarterly	\$ -	\$ -	\$ -
SE 6		Foster Grandparents	Quarterly	\$ -	\$ -	\$ -
<b>Total Special Education and Pupil Services</b>				\$ 86,860	\$ 33,965	\$ 120,825

<b>Total Services:</b>				\$ 96,891	\$ 33,965	\$ 130,856
ADM		<b>Average Daily Membership (ADM):</b>		\$ 2,649		\$ 2,649
<b>TOTAL COSTS:</b>				\$ 99,540	\$ 33,965	\$ 133,505

**\*\*Disclaimer:** This is only an estimate of costs. Costs may change as the year progresses. Refer to Catalog of Services for more description of service.





## CONTRACT FOR COOPERATIVE EDUCATIONAL SERVICES

This Contract is between the Board of Control of Cooperative Educational Service Agency No. 10 (CESA 10), party of the first part, and the **Stanley-Boyd School District** (District/Agency).

CESA 10 has been authorized to provide services on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational services agencies as provided in Chapter 116, Wisconsin Statutes.

CESA 10 hereby agrees to provide to the District/Agency services to be performed by legally qualified personnel for the school year or portions thereof as follows:

### **2022- 23 SCHOOL YEAR (JULY 1, 2022 – JUNE 30, 2023)**

- CESA 10 agrees to make payments to the personnel providing the services, and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized, including, but not limited to, the Federal Old Age Survivors Insurance Act, Chapter 40 Wisconsin Statutes.
- CESA 10 agrees to forward federal and/or state funds which are due the party of the second part as soon as possible after receipt of said funds.
- CESA 10 will invoice the District/Agency for services rendered on the following schedule: 25% July; 25% October; 25% January; 25% April; and final revision, June. All billings from CESA 10 will be on budgeted estimated costs, except the last billing shall reflect the net final actual cost of the Contract's services.
- With the exception of services purchased outside of this contract, for which a separate contract or agreement is established, the services provided and the fees for those services will be listed on the "Summary of Services Estimate" (Attachment A) provided as an attachment to this contract. Adjustments made to the services purchased and/or the fees assessed may be made throughout the term of this contract, provided CESA 10 receives notice of said changes from authorized district personnel, or said changes are a result of the actual costs for said services changing (either as an increase or decrease) during the term of this contract.
- For certain services, as indicated in the Summary for Services Estimate, the District/Agency may elect a 3-year option. Pursuant to this option, CESA 10 will provide the services rendered at the same rate as being provided under this Contract's term for a consecutive 3-year period ("3-year option cost"). Should the District/Agency terminate said services, the District/Agency bears full responsibility for repaying CESA 10 the difference between the regular rate of service offered for a 1-year term ("1-year cost") and the 3-year option cost provided to the District/Agency.
- The Average Daily Membership (ADM) is the membership fee listed at the bottom of Attachment A. The ADM covers a minimal amount of the expenses necessary to operate the cooperative and to provide service and support not charged in other service areas or provided through grants or contracts with the Department of Public Instruction or other entities. The ADM is made up of the combination of a flat fee and a fee based on the prior year 3<sup>rd</sup> Friday count. The two components are intended to ensure that the amount charged to each district is as minimal and equitable as possible.
- The District/Agency agrees to reimburse CESA 10 for its proportionate share of costs of the services provided under this Contract including but without limitation because of enumeration, unemployment compensation, litigation expense, collective bargaining and monetary awards by courts and agencies as per Section 116.03(4).
- Transportation of children, if any, will be furnished by the District/Agency.

### **TERMS AND TERMINATION:**


Unless the District/Agency gives written notice to CESA 10 no later than 90 calendar days prior to the end of this Contract term, that this Contract is not to be renewed as to one or more of the listed services, CESA 10 shall have the option to renew this Contract for any of the listed services for the following school year, provided and on condition:

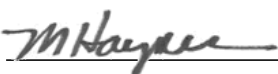
1. CESA 10 exercises the option by giving written notice thereof to the District/Agency on or within 60 calendar days of expiration of the current Contract.

2. That the budgeted cost of the service to the District/Agency of the renewal for the subsequent school year shall reflect only changes made by the Board of Control as a result of salary and fringe benefits for the succeeding year.

In witness whereof, the parties have set their hands the date written below.

**CESA 10**

  
\_\_\_\_\_  
Chairperson, Board of Control

  
\_\_\_\_\_  
Secretary, Board of Control

2/4/2022  
\_\_\_\_\_  
Date

**Stanley-Boyd School District**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Designated District Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Email Address of Designated District Contact

If you are submitting your Summary of Services Estimate electronically, please sign below acknowledging that you are formally approving the individual services submitted on-line.

\_\_\_\_\_  
Authorized Signature

## CESA 10 Service Contract Timeline

Date	Action
<b>2021-22</b>	
March 25, 2022	Districts return 2022-23 Service Contract and Estimates to CESA 10 with revisions as needed.
April 1, 2022	Directors notify Operations Department of Preliminary Nonrenewal.
April 2, 2022	As per Service Contract, services may be automatically renewed by CESA 10 if not given written notice by District/Agency of discontinuation. If delay is needed, District/Agency must contact CESA 10 Agency Administrator.
April 29, 2022	Fourth billing for 25% of the 2021-22 service contracts due June 24, 2022
May 6, 2022	Directors notify Operations Department of Final Nonrenewal.
June 10, 2022	Final adjusted billing for 2021-22 service contracts are sent with a due date of June 24, 2022
June 10, 2022	Employment letters sent to staff
<b>2022-23</b>	
July 29, 2022	First billing for 25% of 2022-23 service contracts due September 23, 2022
October 28, 2022	Second billing for 25% of 2022-23 service contracts due December 27, 2022
January 27, 2023	Third billing for 25% of the 2022-23 service contracts due March 24, 2023
February 3, 2023 (PAC)	Distribute and Discuss Catalog of Services, Estimates, and Contracts
March 31, 2023	Districts return 2023-24 Service Contract and Estimates to CESA 10 with revisions as needed.
April 2, 2023	As per Service Contract, services may be automatically renewed by CESA 10 if not given written notice by District/Agency of discontinuation. If delay is needed, District/Agency must contact CESA 10 Agency Administrator.
April 3, 2023	Directors notify Operations Department of Preliminary Nonrenewal.
April 28, 2023	Fourth billing for 25% of the 2022-23 service contracts due June 23, 2023
May 5, 2023	Directors notify Operations Department of Final Nonrenewal.
June 9, 2023	Final adjusted billing for 2022-23 service contracts are sent with a due date of June 23, 2023
June 15, 2023	Employment letters sent to staff

# CESA 10

## Department Contacts

<b>Department</b>	<b>Name</b>	<b>Title</b>	<b>Email Address</b>
Operations	Connie Wislinsky	Executive Director	<a href="mailto:cwislinsky@cesa10.k12.wi.us">cwislinsky@cesa10.k12.wi.us</a>
	Ashley Hebert	Finance Director	<a href="mailto:ahebert@cesa10.k12.wi.us">ahebert@cesa10.k12.wi.us</a>
Special Education/Pupil Services	Vickie Waters	Executive Director	<a href="mailto:vwaters@cesa10.k12.wi.us">vwaters@cesa10.k12.wi.us</a>
Facilities Management	Charlie Schneider	Executive Director	<a href="mailto:cschneider@cesa10.k12.wi.us">cschneider@cesa10.k12.wi.us</a>
	Heather Feigum	Associate Director	<a href="mailto:hfeigum@cesa10.k12.wi.us">hfeigum@cesa10.k12.wi.us</a>
College and Career Readiness	Gwen Janke	Director	<a href="mailto:gjanke@cesa10.k12.wi.us">gjanke@cesa10.k12.wi.us</a>
Educational Technology	Sarah Lipke	Director	<a href="mailto:slipke@cesa10.k12.wi.us">slipke@cesa10.k12.wi.us</a>
Learning Services	Kristen Gundry	Director	<a href="mailto:kgundry@cesa10.k12.wi.us">kgundry@cesa10.k12.wi.us</a>
Administration	Mike Haynes	Agency Administrator	<a href="mailto:mhaynes@cesa10.k12.wi.us">mhaynes@cesa10.k12.wi.us</a>
	Leigh McMahon	Executive Administrative Assistant	<a href="mailto:lmcmahon@cesa10.k12.wi.us">lmcmahon@cesa10.k12.wi.us</a>