



Service...Above and Beyond

The CESA #4 Administrative program provides agency leadership and day-to-day agency management. The Agency Administrator, under the direction of the Board of Control and with input from the Superintendent Sub-Advisory Committee, is responsible for the coordination and management of all CESA #4 programs, services, and activities. The 2018-2019 administrative fees, required to fund a significant portion of administrative services, are assessed to each district based on a formula recommended by the Superintendent Sub-Advisory Committee and approved by the Board of Control.

- Administration, coordination, and supervision of all agency activities
- Professional Advisory Committee (PAC) meetings (September through May)
 - PAC meeting professional development to meet member needs
- Sub-Advisory Committee meetings (August through April)
- Board of Control meetings
- Coordination and facilitation of guest speakers and/or program presentations for PAC meetings
- Coordination and facilitation of administrative/board outreach activities
- On site or phone consultation with superintendents as requested.
- Principal Networking Meetings
- Host site for DPI workshops (e.g., school finance, special education)
- Liaison with agency partners (e.g., DPI, IHE, other CESAs, WASDA, and WASB)
- Technical assistance through phone calls, e-mail, and correspondence
- District site visits for customer feedback, assessing needs, and program and service clarification
- E-mail surveys of CESA #4 school districts upon request
- Support of CESA-wide initiatives (e.g., Kohl Scholarship, Spelling Bee)
- Delivery service (i.e., CESA to districts, district to district,)
- Dissemination of Annual Report

Fee: \$

Sign, date and return a copy of this form to Michelle Kotek at CESA #4.

For more information:
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School District of

Signature/Date: _____