



2022-23 MEMORANDUM OF UNDERSTANDING
BETWEEN
COOPERATIVE EDUCATIONAL SERVICE AGENCY 3 (CESA 3)
AND
RIVER VALLEY SCHOOL DISTRICT

This Memorandum of Understanding (MOU), while not a legally binding document, does indicate a voluntary agreement to assist in the implementation of the activities described in the *Workforce Development Grant - School Health Services*, submitted to the WI Department of Health Services (DHS) and funded by the federal Department of Health and Human Services - Centers for Disease Control and Prevention. See terms below:

DISTRICT RESPONSIBILITY

Expend above funding allocation per DHS guidelines as outlined below:

Strategy 1: Recruitment and retention of School Health Services Staff

Strategy 1: Allocation - \$ 10,354.16

Allowable activities as part of school health recruitment and retention activities include but may not be limited to (for allocations not listed below please request prior approval from CESA 3):

1. Hiring full time nurses including:
 - i. Hiring full time RNs to perform the duties of a school nurse
 - ii. Hiring full time RNs devoted to managing COVID-19 related needs for the school and/or district
 - iii. Hiring full time District Lead RNs to supervise school nursing staff, manage COVID-19 efforts, and build strong school nursing infrastructure focused on retaining school nursing staff
2. Increasing part-time school nurse positions to full-time positions, including:
 - i. Conversion of part time positions to full time positions
 - ii. Supporting recruitment efforts for school nurses, including: Administrative staff, including human resources personnel; staff to track and report on hiring under this cooperative agreement; or others needed to ensure rapid hiring and procurement of goods and services.
3. Supporting retention of school nurses, including retention bonuses.
4. School health staff may be employed by:
 - i. State, Tribal, Local and Territorial (STLT) public health governments or their fiscal agents.
 - ii. Schools, school boards, school districts, or appropriate entities for providing school-based healthcare.
 - iii. Nonprofit private or public organizations or community-based organizations with demonstrated expertise in implementing public health programs and established relationships with STLT public health departments, particularly in medically underserved areas; or
 - iv. Employment agencies, contracted vendors, or other temporary staffing agencies.
 - v. Cooperative Education Service Agencies (CESAs)

Examples of Unallowable Expenses for Strategy 1 – major categories

- Funding or bonuses for positions unrelated to supporting or providing school health services
- Personal use of goods and services

Examples of Unallowable Expenses for Strategy 1 – major categories (cont.)

- Research
- Reimbursement of pre-award costs
- Funding advocacy or lobbying efforts
- Administration of clinical care, to include vaccine administration

Strategy 2: Wellness, Training and Memberships

Strategy 2: Allocation (if applicable): \$ 1,452.00

Note: If districts hire an additional FTE or have created a nursing position that did not exist prior to 2022-23, a prorated amount will be available as funds are available.

1. Nurse Wellness Expenses:
 - A. Allowable activities as part of school nurse wellness include:
 1. National or State Park passes .
 2. Yoga classes (in-person or virtual)
 3. Gym subscription (in-person or virtual)
 - B. Wellness expenses must not exceed \$500 per nurse
2. Reimbursement to School Districts for School Nurse training
School nurses who can demonstrate documented completion of training in the following areas:
 - A. Child Vision and Hearing
 - B. NASN Health Equity
 - C. NASN Narcan Training
3. Reimbursement to school districts for provision of WASN/NASN memberships for school nurses
 - A. Wisconsin Association of School Nursing Membership establishment or renewal

Note: Amounts for the above are predetermined by category and must not exceed total amount allocated in Strategy 2

Examples of Unallowable Expenses for Strategy 2 – major categories

- Reimbursement of pre-award costs
- Funding advocacy or lobbying efforts
- Administration of clinical care, to include vaccine administration
- Research
- Currency exchange fees
- Health spa treatments and products
- Cell phone, tablet, iPad, ThinkPad
- Hydrostatic testing
- Vitamins and supplements
- Medical services, supplies, or equipment
- Exercise attire or sports attire
- Sunglasses
- Video games (e.g., PlayStation, PS3, Xbox, Kinect, or other video game console systems)
- Furniture and home appliances
- Physiotherapy and chiropractors

DISTRICT RESPONSIBILITY (Cont.)

Submit monthly claims with final claim submitted no later than March 15th, 2023

Submit only for allowable expenses incurred between July 1, 2022 and March 15th, 2023. Maintain appropriate documentation for all expenses related to claims.

CESA 3 RESPONSIBILITY

- Provide Grant Specialist for program coordination of resources and claim processes
- Maintain ongoing communication with members related to resources and claims process
- Coordinate reimbursements back to districts
- Inform district personnel about regulations, guidelines, and requirements of *Workforce Development Grant - School Health Services*
- Serve as a liaison to the DHS and among member districts
- Provide guidance through phone calls, e-mail correspondence, or scheduled virtual meetings, as requested

Authorized Signatures:

For the School District:

Signature: _____

Phone: _____

Email: _____

Date: _____

Mr. Jim G. Brennan
10/6/22 *jbrennan@wvschools.org*
10/6/22 *608-588-5100*

For CESA 3:

Signature: _____

Phone: _____

Email: _____

Date: _____

J. J. Jutter
608-822-3276 *jutter@cesa3.org*
10/20/2022