

Lake County Educational Services

a Division of the Regional Office of Education

Professional Development Opportunities

February

Quick Links:

[LCES Homepage](#)

[List of Professional Development Courses](#)

[Register for a Workshop](#)

[Illinois State Board of Education](#)

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Science
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Just added to the calendar!

Gifted Education Seminar
April 12, 2018 and June 12, 2018

The National Association for Gifted Children states that the Common Core State Standards are not sufficient on their own for gifted learners, and if adhered to without differentiation, may limit learning of gifted students. The Illinois State Board of Education invites classroom teachers to deepen their understanding of how to teach and reach gifted and talented students. The goal of the training, "Educators will be able to create an environment to identify gifted and talented learners, address their diverse needs, and measure student growth in the classroom," will be accomplished through the exploration of topics including perspectives on giftedness, knowing the "whole child," curriculum models and differentiation.

For more info or to register please follow the [link](#)

LCES can provide Professional Development for your upcoming Improvement/Institute Days

Opportunities for learning Professional Development in the following areas of concentration

- *ELA
- *Math
- *Assessment
- *NGSS Science
- *Continuous Improvement
- *Evaluation/Student Growth

Please contact Dr. Julie Retzlaff
(847) 223-3400 for more information.

If you have ANY administration, grade level, school, or personal information changes

PLEASE CONTACT JENNIFER OCHSNER
iochsner@lake.roe34.org

Guided Math Workshops Presented by Amanda Taxis

Interested in learning how to structure your math block with a guided math approach, but feel unprepared or unsure of how to start? Worried that you do not have enough instructional minutes to roll out guided math with your students? Join us for this fun and engaging workshop centered on best practices in the guided math classroom and begin planning your own guided math classroom with the help of an expert in the field.

Offering sessions based on your grade level!

Grades K-5 - February 23rd - [info](#)

Grades 6-8 - March 20th - [info](#)

Lake County Educational Services, 19525 West Washington Street, Grayslake, Illinois 60030

Phone: (847) 223-3400

Hours: Monday-Friday 8:00 am - 4:30 pm

Upcoming Academies & P.D. Workshops

February 2018		
02/13/2018	FS84006	PARCC Math Prep for Grades 3-5 - FS
02/16/2018	FS84007	PARCC Math Prep for Grades 6-8 - FS
02/21/2018	AD79164	A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators
02/22/2018	FS81093	PARCC ELA Prep for Grades 3-5 - FS
02/23/2018	ME84002	Guided Math in the K - 5 Classroom
March 2018		
03/20/2018	ME84003	Guided Math in the 6 - 8 Classroom
April 2018		
04/10/2018	FS84004	Inquiry in the K-5 Math Classroom - FS
04/11/2018	AD79155	A.A. #1616 Update on School Law; Social Media and Special Education Law
04/12/2018;	GE79014	Gifted Education Seminar
04/17/2018	AD79154	A.A. #988 Interpersonal & Team Communication Skills for School Administrators
04/19/2018	AD79158	A.A. #1118 The Law as it Relates to the Rights, Employment, Retention and Dismissal of Teachers
04/20/2018	FS84008	Designing Quality 3 Dimensional Science Assessments in Grades 6-8 - FS
04/24/2018	AD81017	A.A. #1452 Teacher Evaluator Competency Skill Building for Pre-Qualified Teacher Evaluators (Part 3)
04/25/2018	FS84005	Inquiry in the 6-8 Math Classroom - FS
May 2018		
05/04/2018	AD79171	#1050 Recognizing and Assisting Homeless Students: What Administrators Need to Know - Revised
June 2018		
06/07/2018	AD81018	Evaluator Retraining: Student Growth (AA#3000, AA#3001, AA#3002: Teacher Evaluator,
06/13/2018	AD81019	A.A. #1801 Gathering Evidence During Observations and Conferencing Using the Danielson Model
06/19/2018	AD79170	A.A. #1541 Proactively Dealing w/ Difficult Conversations: Bringing Out the Best in People at Their
06/21/2018	AD79165	A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators

AD79164 A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators

Date(s): 02/21/2018
Time: 8:30 am - 3:30 pm
Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake
Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Dr. Michael Lubelfeld, Dr. Nick Polyak

The Academy focuses on a high rate of interrater reliability using the required performance evaluation ratings. Using case studies, the participants will collect evidence and use the Illinois Standards for Principal Evaluation to rate the principals. Participants will use data collected from the case studies and compare the data to best practices for evaluating principals and assistant principals. This data will also be analyzed to prepare administrative and school-level professional development plans. Participants will prepare targeted professional development, in a collaborative and supportive way, plans that consider past results and contribute to professional and personal growth. This plan will be aligned to the school improvement plan. The instructional environment indicators will be analyzed. The purpose of the evaluation plan will be to communicate the outcomes and findings in such a manner that the principals and assistant principals set goals for improvement. The participants own personal bias will be analyzed while making these decisions.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 02/16/2018.

AD79155 A.A. #1616 Update on School Law; Social Media and Special Education Law

Date(s): 04/11/2018
Time: 8:30AM - 3:30PM
Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake
Cost: \$220 - includes Administrators' Academy credit

Presenter(s): Brandon Wright

This course is a detailed review of the laws and regulations relating to use of social media and similar technology in schools, with a specific focus on issues relating to students with disabilities. It includes the implications and use of social media by staff and students during school and personal time, including a review of the relevant laws and regulations, case law, and current legal disputes relevant to those issues.

Application & Dissemination will be completed in-class.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 03/27/2018.

AD79154 A.A. #988 Interpersonal & Team Communication Skills for School Administrators

Date(s): 04/17/2018

Time: 8:30 AM - 3:30 PM

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$220 - includes Administrators' Academy credit

Presenter(s): Gwen Onatolu, Michael Onatolu

This course is designed to help improve communication, ease frustration and conflict, and develop effective school leaders and school teams. The course and supporting materials are based on extensive field research on the psychology of interpersonal dynamics and utilizes an industry standard behavioral-based learning assessment developed by John Wiley and Sons, Inc. The ultimate goal is to have administrators apply their knowledge of workplace styles to improve relationships and enhance personal effectiveness and team performance.

Administrators will complete an online Everything DiSC (R) profile assessment prior to attending this course. The course content can help administrators and other school leaders to: (a) Identify the four primary communication styles in the workplace and explain the general tendencies and priorities; (b) Understand their own style and tendencies and learn how to adapt behaviors; (c) Learn strategies to manage the different styles; (d) Promote appreciation of differences across the styles; (e) Reduce conflict; and (f) Enhance personal and team performance.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/02/2018.

AD79158 A.A. #1118 The Law as it Relates to the Rights, Employment, Retention and Dismissal of Teachers

Date(s): 04/19/2018

Time: 8:30 AM - 3:30 PM

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$205 - includes Administrators' Academy credit

Presenter(s): Robert Madonia

Participants will learn and be able to apply the knowledge and application of the law as it applies to teacher rights, liabilities, tenure, retention, due process and dismissal. Participants will learn how to conduct teacher employment searches and develop a template of legal interview questions to ask candidates. This template will be connected to the specific needs of the participant's district and will be a usable document for colleague administrators.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/04/2018.

AD81017 A.A. #1452 Teacher Evaluator Competency Skill Building for Pre-Qualified Teacher Evaluators (Part 3 of 3)

Date(s): 04/24/2018
Time: 8:30AM - 3:30PM
Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake
Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This course focuses on Competencies 3 and 4, of the rules, Section 50.420, Competencies of Qualified Evaluators, Sub-section b. This course will teach participants how to use data sets from summative teacher evaluations to design teacher professional development; and how to collaborate with teachers to develop targeted professional development plans which contribute to professional growth. This course is intended to move educators who have passed the ISBE evaluator training from compliance to competency. This course includes a one hour pre-assignment which will be e-mailed to participants after confirmation of registration. It would be beneficial for participants to have completed Parts 1 and 2 of this 3-part series, Illinois Administrators' Academy course numbers 1448 and 1451.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/09/2018.

AD79171 #1050 Recognizing and Assisting Homeless Students: What Administrators Need to Know - Revised

Date(s): 05/04/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake
Cost: There is no charge for this workshop - an additional \$15 for CPD or Full Administrators' Academy Credit

Presenter(s): Dr. Jim Menzer, Matt Tabar

School administrators frequently are unaware of their responsibilities under federal and state laws. This workshop will offer a comprehensive array of information about homelessness to administrators responsible for and/or concerned about homeless students.

A \$10 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/19/2018.

AD81018 Evaluator Retraining: Student Growth (AA#3000, AA#3001, AA#3002: Teacher Evaluator, Administrator Evaluator, and Teacher & Administrator Evaluator) (Formerly #1779)

Date(s): 06/07/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake
Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This is the one required student growth retraining course for principal and teacher evaluators who are renewing their designations required to evaluate staff. Evaluators will be required to participate in a pre-session webinar that will review Part 50 Administrative Rules as they relate to student growth. Participants will learn how to:

1. Use assessments and measurement models identified by the joint committee in determining the student growth attributable to individual teachers/principals and understand how different types of assessments are used for measuring growth;
2. Use data from the evaluation rubric, other evidence collected, and best practices relative to evaluating student growth to link teacher/principal and school-level professional development plans to evaluation results;
3. Create, in collaboration with teachers/principals, supportive, targeted professional development plans that consider past results, contribute to professional growth, and assist teachers/principals in aligning professional development and goal-setting to school improvement goals; and
4. Communicate evaluation outcomes and findings in constructive and supportive ways that enable teachers/principals to set goals and improve practice.

AD81019 A.A. #1801 Gathering Evidence During Observations and Conferencing Using the Danielson Model (Revised 2016)

Date(s): 06/13/2018
Time: 8:30am - 3:30 pm
Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake
Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Shay McCorkle

This course will allow participants to learn effective skills and strategies for using Charlotte Danielson's Frameworks in a summative setting in order to more effectively:

1. Identify evidence at the component/element level during formal and informal observations;
2. Use evidence to effectively rate staff on the levels of performance for each domain;
3. Acquire strategies to support effective collaborative conferencing around formal and informal observations; and
4. Learn techniques, strategies and protocols to use when conferencing with staff.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 06/06/2018.

Registration is online - www.lake.k12.il.us, click workshops

AD79170 A.A. #1541 Proactively Dealing w/ Difficult Conversations: Bringing Out the Best in People at Their Worst

Date(s): 06/19/2018

Time: 8:30 AM - 3:30 PM

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$205 - includes Administrators' Academy credit

Presenter(s): Dr. Susan Baker, Anita Plautz

Participants will understand how to proactively deal with the difficult conversations they often have with staff, parents and other members of the educational community. Through the introduction of the DiSC Behavioral Styles, individuals will be able to identify how they respond in stressful situations and how to predict the behavior of others. In addition, participants will learn how to develop action plans to diffuse conflicts and to restore damaged relationships. Upon completion of this course, administrators will be able to proactively train their staff to manage difficult conversations and use peer support systems to effectively integrate and sustain the strategies they have learned.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 06/04/2018.

AD79165 A.A. #1865 Principal Evaluator Competency Skill Building for Pre-Qualified Principal Evaluators

Date(s): 06/21/2018

Time: 8:30 am - 3:30 pm

Location: Lake County High School Technology Campus, 19525 W. Washington St., Grayslake

Cost: \$225 - includes Administrators' Academy credit

Presenter(s): Dr. Michael Lubelfeld, Dr. Nick Polyak

The Academy focuses on a high rate of interrater reliability using the required performance evaluation ratings. Using case studies, the participants will collect evidence and use the Illinois Standards for Principal Evaluation to rate the principals. Participants will use data collected from the case studies and compare the data to best practices for evaluating principals and assistant principals. This data will also be analyzed to prepare administrative and school-level professional development plans. Participants will prepare targeted professional development, in a collaborative and supportive way, plans that consider past results and contribute to professional and personal growth. This plan will be aligned to the school improvement plan. The instructional environment indicators will be analyzed. The purpose of the evaluation plan will be to communicate the outcomes and findings in such a manner that the principals and assistant principals set goals for improvement. The participants own personal bias will be analyzed while making these decisions.

A \$50 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 06/06/2018.

Registration is online - www.lake.k12.il.us, click workshops

FS84006 PARCC Math Prep for Grades 3-5 - FS

Date(s): 02/13/2018
Time: 8:30AM - 3:30PM
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$25

Presenter(s): Lauren Lipsey

With the PARCC Math assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC Math assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC Math questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

This workshop is funded through Foundational Services Grant
A \$15 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 02/09/2018.

FS84007 PARCC Math Prep for Grades 6-8 - FS

Date(s): 02/16/2018
Time: 8:30AM - 3:30PM
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$25

Presenter(s): Lauren Lipsey

With the PARCC Math assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC Math assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC Math questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

This workshop is funded through Foundational Services Grant
A \$15 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 02/14/2018.

FS81093 PARCC ELA Prep for Grades 3-5 - FS

Date(s): 02/22/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$25

Presenter(s): Shay McCorkle

With the PARCC ELA assessment just around the corner, you will want to make sure your students are prepared for this rigorous assessment. Join us for an overview of types of questions on the PARCC ELA assessment, information regarding scoring of student responses, and an opportunity to analyze actual PARCC ELA questions at the grade level you are currently teaching. Attend this workshop to discover what your students need to know to be the most successful!

This workshop is funded through Foundational Services Grant
A \$15 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 02/20/2018.

FS84004 Inquiry in the K-5 Math Classroom - FS

Date(s): 04/10/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$25

Presenter(s): Lauren Lipsey

Wondering how to incorporate more inquiry based learning into your math classroom, but struggling to find resources and instructional practices that work? Join us for a research based workshop focused on the latest findings in how to use inquiry for maximum student achievement. Participants will engage in activities to learn more about IBL in the K - 5 classroom and have an opportunity to plan inquiry based instruction with the help of a Lake County Regional Office of Education math coordinator.

This workshop is funded through Foundational Services Grant
A \$15 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/06/2018.

Registration is online - www.lake.k12.il.us, click workshops

FS84008 Designing Quality 3 Dimensional Science Assessments in Grades 6-8 - FS

Date(s): 04/20/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$25

Presenter(s): Lauren Lipsey

Assessing the three dimensions of the Next Generation Science Standards can be a challenge. Join us for an informative and engaging workshop regarding best practices when aligning assessments to the NGSS as well as an overview of how to use NGSS resources in your classroom as formative assessments. Participants will have the opportunity to practice editing their own classroom assessments using a 3D approach and walk away with a bank of helpful resources!

This workshop is funded through Foundational Services Grant
A \$15 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/05/2018.

FS84005 Inquiry in the 6-8 Math Classroom - FS

Date(s): 04/25/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$25

Presenter(s): Lauren Lipsey

Wondering how to incorporate more inquiry based learning into your math classroom, but struggling to find resources and instructional practices that work? Join us for a research based workshop focused on the latest findings in how to use inquiry for maximum student achievement. Participants will engage in activities to learn more about IBL in the 6 - 8 classroom and have an opportunity to plan inquiry based instruction with the help of a Lake County Regional Office of Education math coordinator.

This workshop is funded through Foundational Services Grant
A \$15 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 04/23/2018.

Registration is online - www.lake.k12.il.us, click workshops

GE79014 Gifted Education Seminar

Date(s): 04/12/2018; 06/12/2018

Time: 8:30am - 3:30pm

Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake

Cost: \$300 Lake County Coop Members \$350 All Others

Presenter(s): Marie Gehrig, Nancy Stream

The National Association for Gifted Children states that the Common Core State Standards are not sufficient on their own for gifted learners, and if adhered to without differentiation, may limit learning of gifted students. The Illinois State Board of Education invites classroom teachers to deepen their understanding of how to teach and reach gifted and talented students. The goal of the training, "Educators will be able to create an environment to identify gifted and talented learners, address their diverse needs, and measure student growth in the classroom," will be accomplished through the exploration of topics including perspectives on giftedness, knowing the "whole child," curriculum models and differentiation.

College credit (3 credit hours) is available at an additional cost of \$300.00 through Lindenwood University- sign up and payment will need to be completed the first day of the workshop. ESW 514.03

Benefit to Educators

* Receive two books *Achieving Excellence Educating the Gifted and Talented* by Frances A. Karnes and Kristen R. Stephens
Differentiation: Simplified, Realistic, and Effective by Bertie Kingore

* Receive flash drive with class content - The GES flash drive does NOT work on the Mac Lion OSIX or newer Operating Systems. Use of a PC or older Mac is mandatory.

ME84002 Guided Math in the K - 5 Classroom

Date(s): 02/23/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$75

Presenter(s): Amanda Taxis, Fran Kenyon

Interested in learning how to structure your math block with a guided math approach, but feel unprepared or unsure of how to start? Worried that you do not have enough instructional minutes to roll out guided math with your students? Join us for this fun and engaging workshop centered on best practices in the guided math classroom and begin planning your own guided math classroom with the help of an expert in the field. Our presenter will work with you to problem-solve guided math implementation and assist in your planning. This workshop has been tailored to meet the needs of third grade, fourth grade, and fifth grade teachers who have at least 45 minutes of math instruction per day.

A \$25 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 02/08/2018.

ME84003 Guided Math in the 6 - 8 Classroom

Date(s): 03/20/2018
Time: 8:30am - 3:30pm
Location: Lake County High School Technology Campus, 19525 W. Washington St.,
Grayslake
Cost: \$75

Presenter(s): Amanda Taxis, Jenna Jensen

Interested in learning how to structure your middle school math classes with a guided math approach, but feel unprepared or unsure of how to start? Worried that you do not have enough instructional minutes to roll out guided math with your students? Join us for this fun and engaging workshop centered on best practices in the guided math classroom and begin planning your own guided math classroom with the help of an expert in the field. Our presenter will work with you to problem-solve guided math implementation and assist in your planning. This workshop has been tailored to meet the needs of middle school math teachers who have at least 40 minutes of math instruction per day.

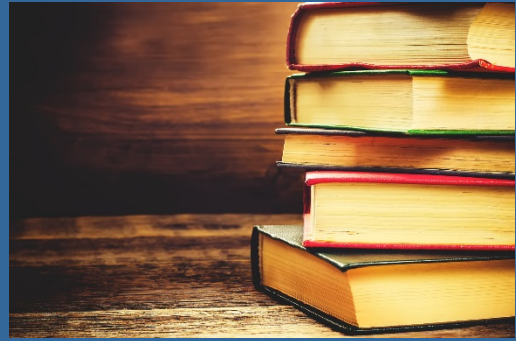
A \$25 PROCESSING FEE WILL BE CHARGED IF YOUR REGISTRATION IS NOT CANCELLED BY 03/06/2018.

Registration is online - www.lake.k12.il.us, click workshops

Media Center

The Media Center Library is a specialized collection of resources available for check out by Lake County Cooperative Membership district administrators and teachers. The collection consists of:

- Books (professional growth, textbooks, and fiction and nonfiction tradebooks)
- DVDs (content area supplements and professional growth)
- Science, social science, and math kits (kits often contain everything a teacher needs to complete the unit)
- StarLab (portable planetarium containing ten cylinders - Constellation, Starfield, Ocean, Native American, Biological Cell, Greek Mythology, Plate Tectonics, Weather, Moon, and the Solar System & Galaxy)



Hours:

Monday – Friday: 8:00 a.m. – 4:15 p.m.

Federal Holidays: Closed

School Holidays: Call

Contact: Jennifer Ochsner 847-223-3400 x 239

Workshop Registration

- Registration is online only. You can find our registration form here: [registration form](#)
- In most cases, registration closes 14 days prior to the start date of the workshop. No refunds will be given after that date.
 - There is a \$25.00 processing fee if you have not registered on-line or are registering past the close date and have been approved for a workshop. These fees will be added to the cost for the workshop. Any discounts you are entitled to will also be reflected on the invoice you will receive when your registration is confirmed.
- Each district has its own way of handling registrations. Please check with your department chair for your district's procedures.
- Approval from your district/school approver is required in order to complete your registration. Upon approval, an email confirmation and invoice will be sent to you.
- **IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, YOU ARE NOT REGISTERED FOR THE CLASS.**

Payments

- APPROVING A REGISTRATION CONSTITUTES AN AGREEMENT TO PAY.
- If you are paying yourself, payment is required prior to the beginning of the workshop.
- Please make checks payable to Lake County Educational Services.
- We do not accept credit, debit or P-cards.
- Please return a copy of the invoice with your payment.

Cancellations and Refunds

- If a workshop is cancelled for any reason, participants will be notified prior to the date of the workshop and full refunds will be given to all who have paid.
- Participants who notify LCES that they are dropping the class on or before the registration deadline will not be required to pay any fee.
- Participants who drop after the registration deadline will be responsible for paying a processing fee (listed online), however alternates can be sent for a \$10 fee.