2020-2021
LOCAL SERVICE PLAN

Adopted by JCESD: Wednesday, January 8, 2020

Adopted by Jefferson County School District 509-J: Monday, January 13, 2020
Adopted by Black Butte School District No. 41: Tuesday, February 11, 2020
Adopted by Culver School District No. 4: Thursday, February 13, 2020
Adopted by Ashwood School District No. 8: Wednesday, February 19, 2020
BOARD OF DIRECTORS

The Jefferson County Education Service District is governed by an elected, seven-member Board of Directors. Four members are elected by zones and three members are elected at large. Two advisory members are appointed by the Board and represent employment and social services. With various backgrounds, each member shares a dedication to meet the needs of the component districts with quality services and programs.

2018-19 JCESD BOARD OF DIRECTORS

Joan Starket, Chair
Position 7 (At Large)
jstarket@jcesdk12.or.us

Kathleen Marston, Vice-chair
Position 4 (Madras)
kmarston@jcesdk12.or.us

Daniel Petke
Position 3 (Black Butte)
dpetke@jcesdk12.or.us

Dani Cowdrey
Position 1 (Ashwood)
dcowdrey@jcesdk12.or.us

Marie Glenn
Position 5 (At Large)
mglenn@jcesdk12.or.us

Jamie McLeod-Skinner
Position 6 (At Large)
jmcleodskinner@jcesdk12.or.us

Jacob Schwab
Position 2 (Culver)
jschwab@jcesdk12.or.us
The Jefferson County Education Service District (JCESD) uses a variety of ways to involve component school districts in the development of the annual Local Service Plan. The process is outlined as follows:

**September – November**  
The JCESD Superintendent and Staff meet with component districts to discuss any needed and/or recommended changes to the Local Service Plan.

**January**  
JCESD Board takes formal action to approve the recommended Local Service Plan.

**January – February**  
The proposed DRAFT Local Service Plan presented to the component school district boards. Component District Boards take action to approve the recommended Local Service Plan.

**January – May**  
The JCESD Superintendent and Chief Financial Officer prepare and present a budget through the budget process which supports the Local Service Plan.

**April – June**  
The JCESD Budget process secures support for the Local Service Plan.

**May**  
A summative evaluation of the Local Service Plan be completed and reported to the JCESD and component district boards.

**July**  
The Adopted Local Service Plan is implemented for the new school year and the renewal process begins for the next school year. A Memorandum of Understanding for the non-core services provided to component districts is provide to the JCESD Board for consideration at the first organizational meeting.
# JEFFERSON COUNTY EDUCATION SERVICE DISTRICT
## LIST OF CORE PROVIDED SERVICES

The following chart shows the Core Services provided to the component districts through the development, approval and implementation of the Local Service Plan and as reported in the JCESD’s Annual Report to ODE.

### Special Education
- **Birth to 5 Years**
  - Early childhood kindergarten transition and evaluation services
  - Community child find screening
- **Kindergarten to 12th Grade**
  - Behavior Program Consultation
  - Behavior Program
  - Psychological consultations and evaluations
  - Speech and language consultations, evaluations and services
  - Functional behavior assessments and intervention plans
  - Traumatic Brain Injury Consult
  - Systems of Performance Review and Improvement consultations (SPRI)
  - Swallowing and Feeding evaluations and training
  - Hearing screenings

### Technology
- Technology Planning
- Wide Area Networking
- Local Area Networking
- Internet Filtering
- Email Services
- E-Rate Consultation
- Server Support
- Desktop Support
- Instructional Technology Support
- Procurement Services
- Information Systems Support
- Telecommunications Services
- Video Conferencing
- Video Security Support
- Web Design and Development

### School Improvement
- Continuous Improvement Plan Consultation
- Professional Development Consultation and Collaboration
- Grant Opportunities and Collaboration

### Annual Performance Measures:
Services provided by JCESD and outlined in the Local Service Plan are measured annually through a survey completed by component school district superintendent clerks.
COMPONENT DISTRICTS

Ashwood School District  No. 8
https://ashwood.k12.or.us/
Lori Schryver, Deputy Clerk
18624 NE Main
Ashwood, OR 97711
541.489.3297
clerk@ashwood.k12.or.us
Board meets 2nd Wednesday

Black Butte School District No. 41
https://www.blackbutte.k12.or.us/board
Celeste Ingram, District Clerk
25745 Forest Service Road PO Box 150
Camp Sherman, OR 97730 541.595.6203
cingram@blackbutte.k12.or.us
Board meets 2nd Tuesday

Culver School District No. 4
https://www.culver.k12.or.us/
Stefanie Garber, Superintendent
P.O. Box 259
Culver, OR 97734
541.546.2541
sgarber@culver.k12.or.us
Board meets (see website):
https://www.culver.k12.or.us/district/board

Jefferson County School District No. 509-J
https://www.jcsd.k12.or.us/
Ken Parshall, Superintendent
445 SE Buff Street Madras, OR 97741
541.475.6192
kparshall@509j.net
Board meets 2nd Mondays
(with some additional dates – see board calendar for details)
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
</table>
| June 5, 2019 | REGULAR BOARD MEETING  
  • Approve FY20-21 Budget Calendar                                      |
| January 8, 2020 | REGULAR BOARD MEETING  
  • Select and appoint new Budget Committee members, if applicable.   |
| March 18, 2020 | Publish First Notice of the First Meeting of the Budget Committee in the “Madras Pioneer” (ORS 290.426). (Notice to be published no earlier than 30 days prior to the first meeting) |
| April 1, 2020 | Publish Second Notice of the First Meeting of the Budget Committee in the “Madras Pioneer” (ORS 290.426). (Notice to be published no later than 5 days prior to the first meeting) |
| April 1, 2020 | PROPOSED BUDGET DOCUMENT COMPLETED                                    |
| April 9, 2020 | FIRST BUDGET COMMITTEE MEETING  
  • Elect presiding officer and alternate presiding officer (ORS 294.414).  
  • Receive Budget Message and Proposed Budget Document (ORS 294.403).  
  • Receive questions and comments from citizens.                        |
| April 15, 2020 | SECOND BUDGET COMMITTEE MEETING (If needed)  
  • Budget Committee holds public meeting.  
  • Receive questions and comments from citizens.                         |
| April 22, 2020 | Publish Notice of Budget Hearing in “Madras Pioneer” (ORS 294.448).   |
| May 6, 2020 | REGULAR BOARD MEETING  
  • Public hearing on the FY 2020-21 budget (ORS 294.453).  
  • Adopt resolutions to adopt the budget, make appropriations, categorize and impose taxes. |
| July 15, 2020 | Submission of tax certification form, resolutions and Budget Document to the Jefferson County and Wasco County Assessors. |
| August 14, 2020 | Submission of the electronic budgeted revenues and expenditures to the Oregon Department of Education. |
CORE SERVICES

Core services to Jefferson County ESD component districts are services funded by the State School Fund and/or grant funding. The mission of the Jefferson County Education Service District is to provide support services to component school districts in order to improve their abilities to meet the educational need of students.

The District will focus on those services which can be most efficiently provided on a regional, cooperative basis rather than through the efforts of individual school districts.

This annual Local Service Plan provides us the opportunity to showcase our core services in a format that meets the legislative requirements for Education Service Districts. We have outlined the four major core service areas as outlined in ORS 334.175:

- Programs for Children with Special Needs
- Technology Support
- School Improvement Services
- Administrative and Support Services

Following the outline of each of our core service areas is a chart that illustrates how each of our programs provide direct or indirect services to our component districts and how each service meets the following requirements of ORS 334.175:

- Assist component school districts in meeting the requirements of state and federal law
- Improve student learning
- Enhance the quality of instruction provided to students
- Provide professional development to component school district employees
- Enable component school districts and the students who attend schools in those districts to have equitable access to resources
- Maximize operational and fiscal efficiencies for component school districts

As required by ORS 334.177, we have also included the budgeted expenditures for each of these core areas. As required by statute, 90% of all amounts considered to be component revenues of an education service district must be spent on services or programs that have been approved by the component districts. The Jefferson County ESD meets the ORS expenditure requirement as 92% of the component revenues are spent on services and programs to our component districts.

The following table illustrates our 2019-2020 Audited Expenditures showing compliance with these requirements:

<table>
<thead>
<tr>
<th>100 General Fund</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1220 Life Skills</td>
<td>$164,636</td>
<td>8%</td>
</tr>
<tr>
<td>2110 Attendance &amp; Social Services</td>
<td>63,689</td>
<td>3%</td>
</tr>
<tr>
<td>2140 Psychological Services</td>
<td>346,793</td>
<td>17%</td>
</tr>
<tr>
<td>2150 Speech Pathology/Audiology Svs</td>
<td>709,993</td>
<td>36%</td>
</tr>
<tr>
<td>2160 Other Student Services</td>
<td>14,061</td>
<td>1%</td>
</tr>
<tr>
<td>2190 Student Support Services</td>
<td>101,430</td>
<td>5%</td>
</tr>
<tr>
<td>2240 Instructional Staff Development</td>
<td>10,976</td>
<td>1%</td>
</tr>
<tr>
<td>2310 Board Of Education Services</td>
<td>31,116</td>
<td>2%</td>
</tr>
<tr>
<td>2320 Executive Administration</td>
<td>67,373</td>
<td>3%</td>
</tr>
<tr>
<td>2520 Fiscal Services</td>
<td>58,578</td>
<td>3%</td>
</tr>
<tr>
<td>2540 Operation Of Maintenance/Plant</td>
<td>14,729</td>
<td>1%</td>
</tr>
<tr>
<td>2660 Technology Services</td>
<td>395,724</td>
<td>20%</td>
</tr>
<tr>
<td>5202 Mini Grants</td>
<td>5,000</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>$1,984,100</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>
CHILDREN WITH SPECIAL NEEDS

Jefferson County Education Service District (JCESD) in conjunction with their component school districts provides a comprehensive continuum of quality services for students having, or at risk of having special needs. Specialized student services may include: Special Education Administrative Support / Psychological / Behavior / Speech-Language-Audiology/ Early Intervention-Early Childhood Special Education Evaluations.

Special Education Administrative Support Services may include, but are not limited to: Administration and Oversight of Special Program Services; Submission of required state reports and surveys for districts; Professional development activities; Technical assistance to districts regarding federal and state regulations.

Special Education Psychological Services may include, but are not limited to: Conducting psycho-educational assessments and academic assessments; Providing consultation services; Participating in Student Intervention and CORE team meetings; and Providing professional development opportunities for parents, teachers and administrators.

Special Education Speech-Language-Audiology Services may include, but are not limited to: Conducting speech and language screenings; providing hearing screenings; Participating in Student Intervention and CORE team meetings; Developing and implementing individual education plans and Providing professional development opportunities for parents, teachers and administrators.

Special Education Behavioral Services may include, but are not limited to: Recommendations for a district’s behavioral needs that emphasizes a positive, proactive approach in the intervention and remediation of emotional, social and behavioral needs.

Early Childhood Special Education Transition Services may include, but are not limited to: Providing evaluations and transition services for entering pre-school children who have special needs.

Special Education Web-Based Individual Education Plan Software: Provided at no cost to districts, a web-based individual education plan software program.
TECHNOLOGY SUPPORT

The Information Technology (IT) Team provides comprehensive support services to the JCESD component school districts. Technology support is a core service for all districts provided without additional cost. The approach taken by the IT department is designed to support operations in all areas of information technology for the ESD as a whole while also meeting the individual needs of each district. These services include, but are not limited to: desktop support, interactive technologies support, email system support, E-rate filing support, information systems support, Internet filtering, procurement service support, server support, technology planning, telecommunication support, video conferencing, streaming, video security, web design and development, wide area networking (WAN) support, and local area networking (LAN) support.

Services are provided with a combination of on-site and remote work. Required areas of expertise are drawn from the combined knowledge of the entire technology team rather than assigning particular individuals to locations. Frequently, the technology needs of the districts tend to be aligned......technologies and project implementations that are beneficial to one entity frequently can be applied to all. For our smaller districts, the JCESD IT Department serves as the sole provider of technology support while in the larger two districts, the ESD provides core services and additionally works with on-site technology personnel. The IT Department also routinely works with district contractors/vendors in areas such as printer/copier maintenance and E-rate.

There are no additional fees for particular services. IT services are presented as all-encompassing and changing needs for each district are addressed as they arise.

Network design, implementation, and support
WAN/LAN, Wired/Wireless
Device purchase, implementation, and support
Servers, desktops, laptops, handheld devices, phones, interactive projectors and boards, printers/copiers
Implementation, design, and support of service platforms
Student information systems, financial servers, email systems, filtering, web servers, electronic file services, video conferencing, security camera systems
Support of planning and processing erate
Instructional technology planning and consulting
Resources, participation in planning, limited involvement in direct training
Support of in-district technology staff
SCHOOL IMPROVEMENT

Core Services to Jefferson County ESD component district are services funded by the State School Fund and/or grant funding.

**Professional Development:**
Professional development is focused on administrators, district leaders and teacher leaders and includes the following:
- Aligning Common Core State Standards and IEPs
- Recruitment of highly qualified specialists
- Special education processes and procedures
- 504 process and procedures
- CPI training
- Physical restraint and seclusion training

**Teacher Evaluation Plan:**
Jefferson County Education Service District (JCESD) assists districts with the process of teacher evaluation through the collaboration and sharing of plans. Staff evaluations are the responsibility of the component districts.

**Technical Support and Coaching:**
The Jefferson County Education Service District may provide technical support and coaching for development and implementation of component district Consolidated Improvement Plans and Student Investment Account Plans. This may include providing support for the following:
- Collecting, considering, and reporting community input.
- Assistance in examining disaggregated data.
- Developing the SIA Plan and applying an equity lens or tool.
- Professional development aligned to the implementation of the District CIP and SIA Plans.
- Continued technical support and coaching for implementation of CIP and SIA Plans.

**Grant Writing:**
- Youth Transition Program
- Recommendation support as requested
Overall Goals:
Provide leadership, support and consultation in the area of school improvement, instruction and assessment with the goal of improving achievement and learning for all students. Without a clear instructional focus that aligns instruction as well as the means to assess and make instructional and resource adjustments to student needs, research is clear that increasing student achievement is virtually impossible. JCESD in conjunction and consultation with component school districts provides training and access to professional development for the educators in our districts.

ADMINISTRATIVE/SUPPORT SERVICES

Core Services to Jefferson County ESD component district are services funded by the State School Fund and/or grant funding.
The Jefferson County Education Service District can provide administrative and support services consultation to include, but not limited to:

1. Superintendent/Administrative Services:
   - Superintendent support and consultation
   - Board of Directors support and recommendations
   - Policy and procedure consultation
   - Curriculum consultation
   - School financial consultation
   - Staff and student discipline consultation

2. Business Office Services:
   - Human resources consultation
   - OEBB enrollment consultation
   - Professional development collaboration among component districts
   - Data collection to ODE and surveys consultation support

3. Other Support Services:
   - Home school registration
   - Crisis prevention and intervention support
   - Student threat assessment team
   - JCESD leadership support

Overall Goals:
Provide leadership, support and consultation to assist component district in their academic and district goals.
ADDITIONAL NON-CORE SERVICES

Additional Services Billed to Component Districts: JCESD may provide additional services not covered under core services to component districts at an agreed upon cost if the services provide savings or add value to the districts. Additional services to be negotiated by each district with a memorandum of understanding approved by the component school district Boards and the Jefferson County ESD Board of Directors.

The following services are an example of current or past services provided. This is not a limited list but a point of consideration of the amount of work or resources required by the component district and not listed in the core services (may be funded partially or fully by applicable State or federal grants).

- Requested superintendent, special programs, financial and auditing supports
- Teacher evaluation services
- Professional development coordination, collaboration and delivery
- EI/ECSE evaluations
- Language translation and interpretation
- Occupational therapy services
- Extended school year support
- Grant writing
- Communication and public relations services
- District safety, security and counseling support
- Chronic absenteeism