2017-18 Local Service Plan

Jefferson County ESD

Ashwood School District
#8
Black Butte School District
#41
Culver School District
#4
Jefferson County School District
#509-J
March 1, 2017

As this will be my ninth and last year as the superintendent of this district, it has been a pleasure serving this organization along with the student, parents, staff and communities in Jefferson County. The Jefferson County ESD continues to support component school districts in the Core Service areas as provided through this Local Service Plan, thereby helping the school districts of Jefferson County in achieving federal, state, and local education goals. The Jefferson County ESD continues to focus on the two primary areas; students with special needs and technology services. The Jefferson County ESD further supports component districts in the areas of student learning, instructional improvements, professional development, and supportive administrative services. This focus has enabled the Jefferson County ESD to maximize operational and fiscal efficiencies to the four school districts in Jefferson County and as requested through the Local Service Plan update and support process.

The Jefferson County Education Service District's mission is to provide support services to the four school districts of Ashwood, Black Butte, Culver and Jefferson County. In doing so, the Jefferson County ESD provides these services in order to improve the districts’ ability to meet the educational needs of their students and as expressed through district leadership. The Jefferson County ESD goals are defined in the attached Local Service Plan that has been developed collaboratively with the Jefferson County ESD Board of Directors and a Leadership Team with representatives from the four component districts. The Local Service Plan provides direction for our work as the budget is developed to support the areas and activities outlined in this plan.

On behalf of the staff and governing Board of the Jefferson County Education Service District, I am honored to present to you the local service plan for the 2017-18 school year.

Respectfully submitted,

Rick Molitor, Superintendent
Jefferson County Education Service District
NEW

LOCAL SERVICE PLAN DEVELOPMENT AND TIMELINE ...........................................................

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.
A report is provided to the JCESD Board for consideration.

December  JCESD Board takes formal action to approve the recommended Local Service Plan

January – March  The JCESD Superintendent and Board Representatives present the proposed Local Service Plan 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 is 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.
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.

2016-17 JCESD BOARD OF DIRECTORS

<table>
<thead>
<tr>
<th>Position</th>
<th>Director</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 1 (Ashwood)</td>
<td>Dani Cowdrey (Chair)</td>
<td>6/30/19</td>
</tr>
<tr>
<td>Position 2 (Culver)</td>
<td>Lola Hagman</td>
<td>6/30/19</td>
</tr>
<tr>
<td>Position 3 (Black Butte)</td>
<td>Daniel Petke</td>
<td>6/30/19</td>
</tr>
<tr>
<td>Position 4 (Madras)</td>
<td>Denise Piza</td>
<td>6/30/17</td>
</tr>
<tr>
<td>Position 5 (At Large)</td>
<td>Marie Glenn</td>
<td>6/30/17</td>
</tr>
<tr>
<td>Position 6 (At Large)</td>
<td>Lindsay Foster-Drago</td>
<td>6/30/19</td>
</tr>
<tr>
<td>Position 7 (At Large)</td>
<td>Toni Brown (Vice-Chair)</td>
<td>6/30/17</td>
</tr>
</tbody>
</table>

Advisory Members

<table>
<thead>
<tr>
<th>Position</th>
<th>Director</th>
<th>Term Expires</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position 1 – Employment</td>
<td>Travis Marston</td>
<td>6/30/19</td>
</tr>
<tr>
<td>Position 2 - Social Services</td>
<td>Barbara Ibrahim</td>
<td>6/30/17</td>
</tr>
</tbody>
</table>

2016-17 JCESD LEADERSHIP TEAM

Rick Molitor, JCESD and JCSD 509-J Superintendent
rmolitor@jcesd.k12.or.us 541.475.2804
Barbara Garland, JCESD and JCSD 509-J Director of Special Programs
bgarland@jcesd.k12.or.us 541.475.2789
David Hicks, JCESD and JCSD 509-J Director of Information Technology
dhicks@jcesd.k12.or.us 541.475.8261
Jay Patrick, JCESD Network Administrator
jpatrick@jcesd.k12.or.us 541.475.8262
Martha Bewley, JCESD and JCSD 509-J CFO
mbewley@jcesd.k12.or.us 541.475.2804
Shawn Russell Black Butte SD District Clerk
srussell@blackbutte.k12.or.us 541.595.6203
Stefanie Garber, Culver SD Superintendent
sgarber@culver.k12.or.us 541.546.2541
Mary Lewis, Ashwood SD Business Clerk
clerk@ashwood.k12.or.us 541.489.3433
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.

<table>
<thead>
<tr>
<th>Special Education</th>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Birth to 5 Years</strong></td>
<td>• Technology Planning</td>
</tr>
<tr>
<td>• Early childhood kindergarten transition and evaluation services</td>
<td>• Wide Area Networking</td>
</tr>
<tr>
<td>• Community child find screening</td>
<td>• Local Area Networking</td>
</tr>
<tr>
<td><strong>Kindergarten to 12th Grade</strong></td>
<td>• Internet Filtering</td>
</tr>
<tr>
<td>• Behavior Program Consultation</td>
<td>• Email Services</td>
</tr>
<tr>
<td>• Behavior Program</td>
<td>• E-Rate Consultation</td>
</tr>
<tr>
<td>• Psychological consultations and evaluations</td>
<td>• Server Support</td>
</tr>
<tr>
<td>• Speech and language consultations, evaluations and services</td>
<td>• Desktop Support</td>
</tr>
<tr>
<td>• Functional behavior assessments and intervention plans</td>
<td>• Instructional Technology Support</td>
</tr>
<tr>
<td>• Traumatic Brain Injury Consult</td>
<td>• Procurement Services</td>
</tr>
<tr>
<td>• Systems of Performance Review and Improvement consultations (SPRI)</td>
<td>• Information Systems Support</td>
</tr>
<tr>
<td>• Swallowing and Feeding evaluations and training</td>
<td>• Telecommunications Services</td>
</tr>
<tr>
<td>• Hearing screenings</td>
<td>• Video Conferencing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Administration/Other</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>• JCESD Leadership Team Support</td>
<td></td>
</tr>
<tr>
<td>• Administrative Consultation;</td>
<td></td>
</tr>
<tr>
<td>o Superintendent Services</td>
<td></td>
</tr>
<tr>
<td>o Director of Special Programs</td>
<td></td>
</tr>
<tr>
<td>o Technology</td>
<td></td>
</tr>
<tr>
<td>o Fiscal Services</td>
<td></td>
</tr>
<tr>
<td>• Home School Registration</td>
<td></td>
</tr>
<tr>
<td>• Safety, Security and Crisis Prevention Intervention Collaboration and Consultation</td>
<td></td>
</tr>
<tr>
<td>• Special Education Data Collection, Records Management and ODE Reporting</td>
<td></td>
</tr>
</tbody>
</table>
COMPONENT DISTRICTS

Ashwood School District No. 8  
Mary Lewis, 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  
Shawn Russell, District Clerk  
PO Box 150  
Camp Sherman, OR 97730  
541.595.6203  
srussell@blackbutte.k12.or.us  
Board meets 2nd Tuesday

Culver School District No. 4  
Stefanie Garber, Superintendent  
4429 SW Iris Lane  
Culver, OR 97734  
541.456.2541  
sgarber@culver.k12.or.us  
Board meets 2nd Monday

Jefferson County School District No. 509-J  
Rick Molitor, Superintendent  
445 SE Buff Street  
Madras, OR 97741  
541.475.6192  
rmolitor@509j.net  
Board meets 2nd & 4th Mondays
PURPOSE AND HIGHLIGHTS OF 2016-17

While state statute requires the collaborative planning by member school districts, the focus of collaborative work between and among our districts is an underlying philosophy of the Jefferson County Education Service District. JCESD leadership is a joint effort with the four component school districts.

- One or more of JCESD board members also serve as a member of their component school district’s board.
- Leadership from Ashwood, Black Butte, Culver and Jefferson County 509-J are members of the ESD Leadership Team – meetings not only work towards the stated goals in the local service plan but also provide ongoing collaboration and dialogue between the districts.
- One unique characteristic of the Jefferson County ESD is the regionalization of services in the area of the ESD leadership team. This unique relationship translated to part-time administrative position at the Jefferson County ESD, creating a situation where more funds are directed to student services. This leadership consolidation is as follows:
  - The Jefferson County ESD Superintendent also serves as the Jefferson County School District 509-J Superintendent.
  - The Jefferson County ESD Special Programs Director also serves as Special Education Director for 509-J, Black Butte and Culver districts.
  - The Jefferson County ESD Chief Financial Officer also serves as the Chief Financial Officer for the Jefferson County School District.
  - The Jefferson County ESD contracts with the Jefferson County School District to provide supervision and leadership of the information technology staff.
  - The Jefferson County ESD Board Secretary also serves as the Board Secretary for the Jefferson County School District.

This collaborative leadership model enables the service plan to be developed and adopted by the JCESD board along with the boards of our component school districts creating more than just a required document. The local service plan is dynamic in nature – meeting the changing needs of our students, staff, districts and communities.

Focus areas at the administrative level of our work together in 2016-17 were as follows:

<table>
<thead>
<tr>
<th>Capacity Building</th>
<th>Budgeting and Forecasting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regionalization of Services</td>
<td>Collaboration with other ESDs</td>
</tr>
<tr>
<td>Expanded Leadership Team</td>
<td>Ongoing Dialogue</td>
</tr>
<tr>
<td>School Safety and Security</td>
<td>Intentionality of Purpose and Processes</td>
</tr>
<tr>
<td>Board Policies and Administrative Rules</td>
<td>Human Resources</td>
</tr>
<tr>
<td>School Improvement Efforts</td>
<td>Teacher Evaluation Systems of Support</td>
</tr>
</tbody>
</table>

Highlights of the 2016-17 year include the following:

- Maintenance of core services with reduced fiscal resources along with increased State oversight.
- Continue to refine and updated all special education manuals to electronic format saving the districts printing costs and using an environmentally friendly/efficient method.
- Continued focus on special education web-based program.
- Technology services in line with technology growth and oversight requirements.
- Provide administrative and business office consultation services.
- Maintain highly responsive and professional EI/ECSE evaluation system for districts.
- Organize professional development opportunities for school improvement by participating in and hosting school improvement sessions and partnership with other Oregon ESDs.
- Regionalization of resources to ensure efficiency is optimized.
JEFFERSON COUNTY EDUCATION SERVICE DISTRICT
FY17-18 Budget Calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4, 2017</td>
<td>REGULAR BOARD MEETING</td>
</tr>
<tr>
<td></td>
<td>• Approve FY17-18 Budget Calendar</td>
</tr>
<tr>
<td>February 1, 2017</td>
<td>REGULAR BOARD MEETING</td>
</tr>
<tr>
<td></td>
<td>• Select and appoint new Budget Committee members, if applicable.</td>
</tr>
<tr>
<td>March 22, 2017</td>
<td>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)</td>
</tr>
<tr>
<td>March 29, 2017</td>
<td>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)</td>
</tr>
<tr>
<td>March 31, 2017</td>
<td>PROPOSED BUDGET DOCUMENT COMPLETED</td>
</tr>
<tr>
<td>April 5, 2017</td>
<td>FIRST BUDGET COMMITTEE MEETING</td>
</tr>
<tr>
<td></td>
<td>• Elect presiding officer and alternate presiding officer (ORS 294.414).</td>
</tr>
<tr>
<td></td>
<td>• Receive Budget Message and Proposed Budget Document (ORS 294.403).</td>
</tr>
<tr>
<td></td>
<td>• Receive questions and comments from citizens.</td>
</tr>
<tr>
<td>April 12, 2017</td>
<td>SECOND BUDGET COMMITTEE MEETING (If needed)</td>
</tr>
<tr>
<td></td>
<td>• Budget Committee holds public meeting.</td>
</tr>
<tr>
<td></td>
<td>• Receive questions and comments from citizens.</td>
</tr>
<tr>
<td>May 24, 2017</td>
<td>Publish Notice of Budget Hearing in “Madras Pioneer” (ORS 294.448).</td>
</tr>
<tr>
<td>June 7, 2017</td>
<td>REGULAR BOARD MEETING</td>
</tr>
<tr>
<td></td>
<td>• Public hearing on the FY 2017-18 budget (ORS 294.453).</td>
</tr>
<tr>
<td></td>
<td>• Adopt resolutions to adopt the budget, make appropriations, categorize and impose taxes.</td>
</tr>
<tr>
<td>July 14, 2017</td>
<td>Submission of tax certification form, resolutions and Budget Document to the Jefferson County and Wasco County Assessors. Submission of Budget Document to Oregon Department of Education.</td>
</tr>
<tr>
<td>August 15, 2017</td>
<td>Submission of electronic budget revenues and expenditures to the Oregon Department of Education.</td>
</tr>
</tbody>
</table>
CORE SERVICES

Core services to Jefferson County ESD component district 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 and
- 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 2015-16 Audited Budget showing compliance with these requirements:

<table>
<thead>
<tr>
<th>100</th>
<th>General Fund</th>
<th>Total</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1220</td>
<td>Life Skills</td>
<td>$138,912</td>
<td>7.9%</td>
</tr>
<tr>
<td>2110</td>
<td>Attendance &amp; Social Services</td>
<td>$50,323</td>
<td>2.8%</td>
</tr>
<tr>
<td>2140</td>
<td>Psychological Services</td>
<td>$299,572</td>
<td>17.0%</td>
</tr>
<tr>
<td>2150</td>
<td>Speech Path/Audio Services</td>
<td>$564,256</td>
<td>31.9%</td>
</tr>
<tr>
<td>2160</td>
<td>Other Student Services</td>
<td>$15,464</td>
<td>0.9%</td>
</tr>
<tr>
<td>2190</td>
<td>Student Support Services</td>
<td>$118,594</td>
<td>6.7%</td>
</tr>
<tr>
<td>2240</td>
<td>Instruction Staff Development</td>
<td>$24,864</td>
<td>1.4%</td>
</tr>
<tr>
<td>2310</td>
<td>Board of Education Services</td>
<td>$29,736</td>
<td>1.7%</td>
</tr>
<tr>
<td>2320</td>
<td>Executive Administration</td>
<td>$58,325</td>
<td>3.3%</td>
</tr>
<tr>
<td>2520</td>
<td>Fiscal Services</td>
<td>$53,757</td>
<td>3.0%</td>
</tr>
<tr>
<td>2540</td>
<td>Operation of Maintenance/Plant</td>
<td>$18,552</td>
<td>1.1%</td>
</tr>
<tr>
<td>2660</td>
<td>Technology Services</td>
<td>$394,138</td>
<td>22.3%</td>
</tr>
</tbody>
</table>

Total Expenditures | $1,766,493 | 100 %
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 include: Psychological / Behavioral Services, Speech – Language and Audiology Services, Administrative / Support Service, Behavioral programs, and Early Intervention / Early Childhood Special Education Evaluations.

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

**Special Education Psychological/Behavioral Services:**
The continuum of services includes:
- Conducting psycho-educational assessments and academic assessments
- Providing consultation services
- Participating in Student Support Teams
- Participating in CORE team meetings
- Providing professional development opportunities for parents, teachers and administrators
- Conducting functional behavioral assessments
- Developing behavior intervention plans

**Goals:** Assist component school districts in complying with federal mandates to locate, identify and serve children with disabilities. Assist component school districts with educational programming for students who exhibit academic, behavioral, physical, social/emotional issues.

**Special Education Speech-Language-Audiology Services:**
The continuum of services includes:
- Conducting speech and language screenings
- Providing hearing screenings and assessment of communication disorders
- Providing consultation services for school and district staff
- Participating in Student Support Teams
- Participating in CORE team meetings
- Developing and implementing individual education plans
- Serving as case managers for individual students
- Providing professional development activities
- Conducting swallowing and feeding evaluations
- Participate in ECSE Transition Process

**Goals:** Assist component school districts in complying with federal mandates to locate, identify and serve children with disabilities. Assist component school districts by providing direct intervention services for students who exhibit speech/language needs.

**Special Education Administrative/Support Services:**
JCESD services provided include:
- Special Education Psychological and Behavioral Staff
- Special Education Speech-Language-Audiology Staff

JCESD Local Service Plan 2017-18: Adopted 5/3/2017
- Administration and Oversight of Special Program Services
- Systems Performance Review and Improvement
- Special Education Child Count Census
- Individuals with Disabilities Education Act (IDEA) grant funds
- Records management and monthly provider caseload lists
- Submit required state surveys and reports for districts
- Conduct professional development activities regarding special education
- Provide technical assistance to districts regarding federal and state regulations;
- Monitor special education services to ensure compliance with federal and state regulations
- Develop technical assistance manuals regarding special education regulations
- Provide web-based individual education plan system and trainings
- Provide professional development training in crisis prevention intervention

**Goals:** Assist component school districts by providing direction in the development and implementation of effective special education programs.

**Special Education Behavioral Programs:**
The JCESD will assist component districts with developing, implementing, and supporting behavior intervention programs. Current funding will provide 2.0 FTE teachers for the behavior program. The Jefferson County ESD will provide administrative recommendations for each component district’s behavioral needs that emphasize a positive, proactive approach in the intervention and remediation of emotional, social, and behavioral issues. This may include placement of component district students into the Jefferson County ESD behavior program. The JCESD will provide leadership assistance and recommendations as requested by component districts.

**Goal:** Assist component school districts by providing recommendations on educationally appropriate services for students with significant social/emotional/behavioral challenges to potentially include behavior program assistance through the Jefferson County ESD in partnership with Jefferson County School District 509-J.

**Early Childhood Special Education Transition:**
The JCESD provides ECSE to kindergarten evaluations and transition services.

**Goals:** Assist component school districts in complying with federal mandates to transition from preschool to kindergarten including evaluations and participation in required meetings.

**Special Education Web-Based Individual Education Plan Software:**
JCESD provides, at no cost to component school districts, a web-based individual education plan software program and updates. The JCESD provides consultation and training to all component school districts.
Goals: Provide component school districts with a web-based Individual Education Plan software program to assist component school districts with federal and state documentation requirements.

Overall Performance Measures:
Provide leadership and consultation in the area of Special Programs Services. JCESD in conjunction and consultation with component school districts provides identification, training, psychological/behavioral/speech and language services in compliance with federal mandates to locate, identify, and serve children with disabilities.
Technology Support

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

The Information Technology (IT) Team provides comprehensive support services to the JCESD component school districts. These services include: Desktop Support, Interactive Technologies Support, Email, E-rate, Information Systems Support, Internet Filtering, Procurement Services, Server Support, Technology Planning, Telecommunication Support, Video Conferencing, Video Library, Streaming, Video Security, Web Design and Development, Wide Area Networking, and Local Area Networking Support.

Overview:
Details of each service are listed in the subsections of the Local Service Plan. Services are provided with a combination of on-site and remote work drawn from the combined skills of the entire technology team rather than assigning particular individuals to locations. In most cases, the needs of the districts tend to be aligned...technologies and project implementations that are beneficial to one entity frequently can be applied to all. The IT Department also routinely works with district contractors/vendors in areas such as printer/copier maintenance and erate.

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

Detailed Core Technology Services:

Desktop Support:
IT provides desktop support for all component districts in JCESD. IT staff will provide support directly and/or working with designated district staff. District staff members are able to directly utilize a web-based work request system for this service at no cost to the district. Desktop support consists of providing on-site computer setup, software installation, troubleshooting, hardware installation, and various technical support services. IT staff may utilize off-site remote access to address IT service requests.

Interactive Technologies Support:
The Information Technology group provides assistance with purchasing, installation, training, and support for a variety of interactive technologies. These devices include SMARTBoards, document cameras, student response systems, and a number of other presentation and personal learning devices.

Email:
The IT Team creates and manages all email for staff in each of the component districts. JCESD IT will provide global address lists, district wide lists and groups as requested within each district. In addition, JCESD IT will also provide automatic subscription-enabled lists for districts, groups and/or schools that request such a list. These lists will include entities not necessarily within the member district such as collaborative educational organizations and community groups.

E-rate:
E-rate is a federal program to receive reimbursement and/or coordination of discounts for money spent on telecommunications and Internet access. In addition, districts meeting high funding levels are eligible for internal support for network infrastructure and operations based on a 5-year eligibility cycle. Internal E-rate eligible devices may include switches, routers, servers, wireless devices, etc. IT will provide assistance to member districts in filling out numerous forms, meeting deadlines, and ensuring compliance with the complex program requirements and audits.

Information Systems Support:
The JCESD IT Team provides implementation, management and support for information systems. These systems may include, but are not limited to: financial information, student information, student records, human resource, substitute, phone calling, library, video library, educational, and academic systems. Information/data systems may include support for Application Service Provider (ASP) and locally hosted systems.

Internet Filtering:
JCESD will provide internet filtering to all component districts that either request filtering or receive internet access from JCESD.

Procurement Services:
IT will provide quotes and/or purchase orders to component districts that comply with state purchasing regulations and represent lowest prices. IT may create or assist in the RFP or bidding process.

Server Support:
The JCESD Network Administrator provides server implementation, design, management and support of approximately 60 servers within the component school districts. In addition, the Network Administrator manages Active Directories, network schema, network security on Microsoft servers and directory shares. The Network Administrator also supports academic server based applications like Read 180, Accelerated Reader, etc. In addition, the Network Administrator is responsible for all backups of critical data for information systems and file servers.

Technology Planning:
JCESD IT Team leader will assist in developing technology plans for component district that address the needs of the individual district, state IT goals, E-rate requirements and Ed Tech funding criteria. Technology plans will incorporate the
vision of individual district needs into JCESD plans. The team leader will ensure all
guidelines are met, complying with the state timelines.

**Telecommunications Services:**
Information Technology will provide telecommunications services to member
districts using systems that are not POTs (Plain Old Telephone lines.) This will
include VOIP (Voice-Over Internet Protocol) systems and legacy system that are
currently in three districts.

**Video Conferencing:**
Point to point video conferencing and other types allowed by non-bridging
systems will be provided by JCESD IT Team.

**Video Security:**
JCESD will work with districts to design, implement and support video security as
requested by component districts. Systems may include IP video, DVR and bus
video security.

**Web Design and Development:**
The JCESD Information Technology group will provide support for implementation
and maintenance of web sites for member districts. Website availability will be
provided by JCESD while content and ongoing updates will be the responsibility of
individual districts.

**Wide Area Networking and Local Area Networking support:**
IT provides all support for Wide Area Networking (WAN) and Local Area
Networking (LAN) within JCESD component districts. Networking support includes
design, installation, configuration, utilization monitoring, troubleshooting and
repairs of all LAN/WAN components. Components include hardware such as
routers, firewalls, wireless access points, and switches. In addition, LAN/WAN
support include enterprise virus protection, spam appliance and other protective
applications. Network architecture includes configuration of DNS and DHCP
servers for LAN to work in the WAN.

**Overall Goals:**
Provide leadership and consultation in the area of technology support.
JCESD in conjunction and consultation with component school districts provides ongoing
technical support to ensure component district are capable of achieving academic and
district goals through technology support.

**Overall Performance Measures:**
Component school district Superintendents’ completion of rating scale and questionnaire
along with the use of evaluation scales to determine efficiency of professional
development and support efforts.
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.

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.

Overall Performance Measures:
Component school district Superintendents’ completion of rating scale and questionnaire along with the use of evaluation scales to determine efficiency of professional development.
Executive/Administrative

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:

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
   - Other 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.

Overall Performance Measures:
Component school district Superintendents’ completion of rating scale and questionnaire.
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.

- 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
APPROVAL PROCESS

The proposed Local Service Plan is presented to each component school board during the months of January, February and March. Each board takes formal action on approving the plan as presented. The criteria for full approval are that two thirds of the component districts representing at least fifty percent of the students residing in Jefferson County must vote in favor of the plan. (ORS 334.175 (5) (a) (b)

Ashwood School District No. 8

____________________________________________  ______________________________________
ASD District Clerk                                                ASD Board Chair

Date of Board Approval____________________________________________

Jefferson County Education Service District

____________________________________________  ______________________________________
JCESD Superintendent                                                JCESD Board Chair

Date of Board Approval____________________________________________

PLAN AMENDMENT PROCEDURE

If a situation arises that would necessitate an amendment to the Local Service Plan, this will be done through a resolution to amend the plan. Following approval by the JCESD Board and the component school districts using the same criteria used to approve the original plan, the amendment would be implemented.
APPROVAL PROCESS

The proposed Local Service Plan is presented to each component school board during the months of January, February and March. Each board takes formal action on approving the plan as presented. The criteria for full approval are that two thirds of the component districts representing at least fifty percent of the students residing in Jefferson County must vote in favor of the plan. (ORS 334.175 (5) (a) (b)

Black Butte School District No. 41

BBSD District Clerk BBSD Board Chair

Date of Board Approval__________________________________________

Jefferson County Education Service District

JCESD Superintendent JCESD Board Chair

Date of Board Approval__________________________________________

PLAN AMENDMENT PROCEDURE

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APPROVAL PROCESS

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Culver School District No. 4

______________________________________________
CSD Superintendent CSD Board Chair

Date of Board Approval__________________________

Jefferson County Education Service District

______________________________________________
JCESD Superintendent JCESD Board Chair

Date of Board Approval__________________________

PLAN AMENDMENT PROCEDURE

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Jefferson County School District 509-J

JCSD 509-J Superintendent_________________________ JCSD 509-J Board Chair_________________________

Date of Board Approval__________________________________________

Jefferson County Education Service District

JCESD Superintendent_________________________ JCESD Board Chair_________________________

Date of Board Approval__________________________________________

PLAN AMENDMENT PROCEDURE

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