

**Adopted by:**

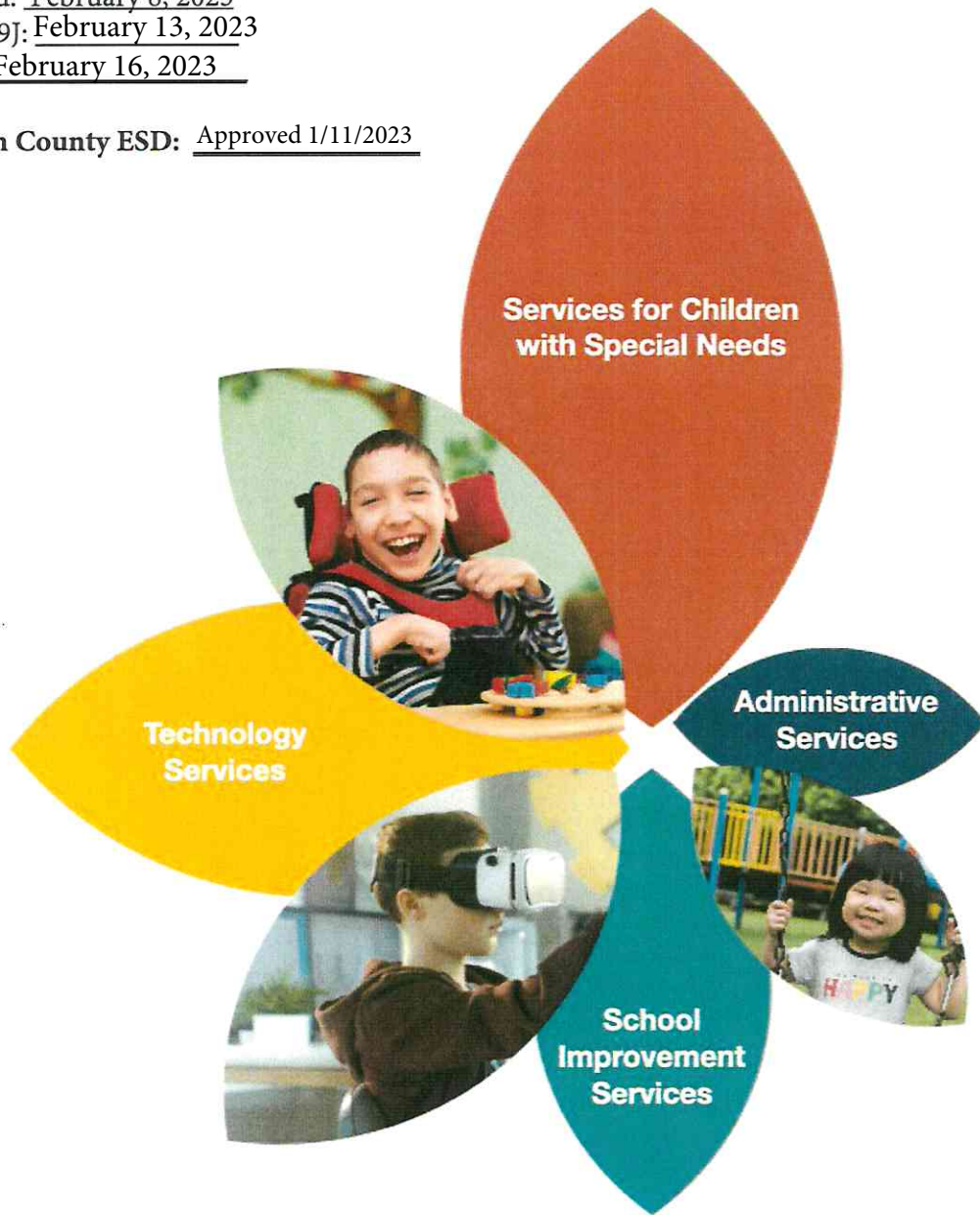
Black Butte: February 1, 2023

Ashwood: February 8, 2023

JCSD 509J: February 13, 2023

Culver: February 16, 2023

**Jefferson County ESD:** Approved 1/11/2023



## **2023-24 Local Service Plan**

### **Jefferson County Education Service District**

295 SE Buff Street

Madras, OR 97741

(541) 475-2804

[www.jcesd.k12.or.us](http://www.jcesd.k12.or.us)

# Jefferson County Education Service District

Jefferson County Education Service District (JCESD) provides services to the four component school districts in Jefferson County: Ashwood School District No. 8, Black Butte School District No. 41, Culver School District No. 4, and Jefferson County School District No. 509-J.

## Vision Statement

Improve student outcomes with **EXCELLENCE, EQUITY** and **EFFICIENCY**.

## Mission Statement

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 needs of 3,600+ students. The JCESD will focus on those services which can be most effectively provided on a regional, cooperative basis rather than through the efforts of individual school districts.

## Core Values and Goals

**We put kids first:** All of Jefferson County ESD's decisions fundamentally address the questions: Will this decision be best for the children we serve; Will it increase access and lower barriers to the success of all of our students?

- ✓ **Goal #1: JCESD will improve students' educational, physical and mental well-being in our region.**

**We take care of each other:** At Jefferson County ESD we put relationships at the center of all we do. We are caring, supportive, and model professional learning to continually improve as an organization and as individuals. We believe that collaboration is central to all the work we do and investing in those relationships is critical to improving the outcomes for those we serve.

- ✓ **Goal #2: JCESD will recruit, support, and retain an outstanding, engaged, professional, and diverse workforce to provide excellent services.**

**We are innovative and responsive to the need of those we serve:** At Jefferson County ESD we listen to and meet the needs of our constituents. We efficiently and effectively respond to data. We are nimble and embrace innovation through flexibility, idea testing, risk-taking and empowering those closest to the work.

- ✓ **Goal #3: JCESD will be the most effective and sought-after provider and partner of educational services in Jefferson County by being innovative and responsive to those we serve.**



# Organization

## 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 to bring additional perspectives and experiences to the Board, as well as promote community input and advocacy for vulnerable student populations. With various backgrounds, each member shares a dedication to meet the needs of the component districts with quality services and programs.



Dani Cowdrey  
Position 1 (Ashwood)



Open Position 2  
(Culver)



Vice-Chair Daniel Petke  
Position 3 (Black Butte)



Raylene Thomas  
Position 4 (Madras/WS)



Barbara Ibrahim  
Position 5 (At-Large)



Jamie McLeod-Skinner  
Position 6 (At-Large)



Chair Joan Starkel  
Position 7 (At-Large)



Charlene Dimmick  
Advisory Board Member



Sue Matters  
Advisory Board Member

## Administration

Shay Mikalson, Superintendent  
Martha Bewley, Chief Financial/Human Resources Officer  
Barbara Garland, Special Programs Director  
David Hicks, Information Technology Director  
Tessa Bailey, Executive Assistant and Board Secretary

In addition to the district office administrators, JCESD is organized into four departments aligned with the four core service areas outlined in the law. JCESD administrators have been assigned responsibility for each of the four departments:

**Children with Special Needs** – Barbara Garland

**Technology Services** – David Hicks

**School Improvement Services** –Shay Mikalson

**Administrative and Support Services** – Martha Bewley

## Component Districts

### **Ashwood School District No. 8**

<https://ashwood.k12.or.us/>

18624 NE Main  
Ashwood, OR 97711  
Lynnsay Jacobs, Chief Deputy Clerk

### **Black Butte School District No. 41**

<https://www.blackbutte.k12.or.us/board>

25745 Forest Service Road PO Box 150  
Camp Sherman, OR 97730  
Simon Leaveear, Business Manager

### **Culver School District No. 4**

<https://www.culver.k12.or.us/>

P.O. Box 259  
Culver, OR 97734  
Stefanie Garber, Superintendent

### **Jefferson County School District No. 509-J**

<https://www.jcsd.k12.or.us/>

445 SE Buff Street  
Madras, OR 97741  
Jay Mathisen, Superintendent



# Introduction

In collaboration with component school districts and their district representatives/superintendents, the JCESD has developed the 2023-24 Local Service Plan pursuant to ORS 334.175 and OAR 581-024-0285. The JCESD Local Service Plan includes the following Core Services:

**Services for Children with Special Needs** include special education services, services for at-risk students and professional development for staff who provide these services.

**Technology Services** support component school district technology plans, including network services, information systems services, information security services, instructional technology services, distance learning and professional staff development.

**School Improvement Services** support component school districts in meeting the requirements of state and federal law; allow the JCESD to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts; address school-wide behavior and climate issues; and provide professional staff educational opportunities.

**Administrative and Support Services** consolidate and improve component school district business functions, liaison services between the Department of Education and component school districts and registration of children being taught by private teachers, parents, or legal guardians pursuant to ORS 339.035.

The 2023-24 JCESD Local Service Plan includes services required by state and federal law and services contracted to school districts, and other public and private entities.

An education service district may provide entrepreneurial services to public and private entities and to school districts that are not component school districts of the education service district with the approval of the constituent districts through their approval of the Local Service Plan.

JCESD Board of Directors and the component school districts' Board of Directors approve the Local Service Plan annually.

## Local Service Plan Approval Process

The Local Service Plan must be approved by the JCESD Board of Directors and affirmed by at least two thirds of the JCESD component school district's Board of Directors representing at least 50 percent of the total number of students enrolled in component school districts of the JCESD.

- **January 2023:** The 2022-23 Local Service Plan reviewed by the JCESD LSP Committee and approved by the JCESD Board of Directors.
- **February 2023:** Local Service Plan submitted to component school district Boards of Directors for approval.
- **June 2023:** Local Service Plan services and budgets approved by JCESD Budget Committee and JCESD Board of Directors.
- **Amendment process:** The JCESD Local Service Plan can be amended by two thirds vote of the JCESD component school district's Board of Directors, representing at least 50 percent of the total number of students enrolled in component school districts of the JCESD.

## Revenues

State School Fund: 90% of State School Fund monies received by the JCESD are spent on services provided directly to component school districts pursuant to OAR 327.019(8). The JCESD meets the ORS expenditure requirement as 91% of the component revenues are spent on services and programs to our component districts.

The following table illustrates our 2021-22 Audited Expenditures showing compliance with this requirement:

100 General Fund		Total	Percentage
2110	Attendance & Social Services	64,323	3%
2140	Psychological Services	377,149	18%
2150	Speech Pathology/Audiology Svs	768,964	37%
2160	Other Student Services	-	0%
2190	Student Support Services	67,960	3%
2240	Instructional Staff Development	802	0%
2310	Board Of Education Services	38,583	2%
2320	Executive Administration	47,836	2%
2520	Fiscal Services	70,166	3%
2540	Operation Of Maintenance/Plant	10,784	1%
2660	Technology Services	512,107	25%
5202	Mini Grants	5,000	0%
5203	Transfer to Debt Service	96,189	5%
Total Expenditures		2,059,865	100%

Grants and Contracts: JCESD receives state, federal and private foundation grants and contracts to provide services to component and non-component districts.

Entrepreneurial Services: JCESD provides services to non-component districts and possible additional services to component districts if the services may provide savings or added value to component districts.

## Annual Performance Measures

Services provided by JCESD and outlined in the Local Service Plan are measured annually by the setting of goals and measurement of outcomes in relation to the JCESD Board of Directors' [Strategic Goals and Benchmarks](#).

## New This Year

In addition to continuing approved services from prior years, the JCESD continues to increase its investment dedicated to supporting our component districts' Integration Plan for Aligned Student Success implementation. In this pivotal role, the JCESD serves as the liaison between the Oregon Department of Education and the districts we serve to align for student success through integrated six aligned programs for better coherence and impact: High School Success; Student Investment Account, Continuous Improvement Planning; Career and Technical Education Perkins V; Every Day Matters, and Early Indicator Intervention Systems. Through regional leadership, coaching, professional development, and technical assistance, JCESD will help our component districts improve access and opportunities for all students, especially those who have been historically underserved in the education system. For more details, please access the [Jefferson County ESD Comprehensive Support Plan](#).



# Children with Special Needs

## **CORE SERVICES:** Services to JCESD component districts funded by the State School Fund.

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

**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.
- 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.
- Providing professional development opportunities for parents, teachers, and administrators.

**Special Education Behavioral Services:** Provides recommendations for a district's behavioral needs that emphasize a positive, proactive approach in the intervention and remediation of emotional, social, and behavioral needs.

**Early Childhood Special Education Transition Services:** Provides consultation and transition services for entering pre-school children (birth to 5 years old) who have special needs.

**Special Education Web-Based Individual Education Plan Services:** Provides a web-based individual education plan software program at no cost to districts.

*Programs or funding in addition to Local Service Plan dollars.*

**GOVERNMENT GRANTS AND CONTRACTS:** Federal grants, state grants and contracts and contracts with component districts and agencies.

**Integrated Guidance for Aligned Student Success:** Statewide Education Service Districts grant providing regional leadership, coaching, professional development, and technical assistance for Central Oregon school districts' Student Investment Account, High School Success, Every Day Matters, and Every Student Succeeds Act implementation focused on improving access and opportunities for all students, especially those students who have been historically underserved in the education system.

*Programs or funding in addition to Local Service Plan dollars.*

**ENTREPRENEURIAL:** JCESD provides services to non-component districts and possible additional services to component districts if the services may provide savings or added value to component districts.

**Special Education Director Services:** JCESD provides contracted Special Education Director support for non-component school districts.

**Early Intervention/ Early Childhood Special Education Evaluations:** JCESD provides contracted evaluation services for entering pre-school children who have special needs.

**Special Education Web-Based Individual Education Plan Software:** Additional modules of the web-based individual education plan software can be purchased through the JCESD by component districts. Additionally, the JCESD provides contracted consultation and training of the web-based individual education plan software to school districts.



# Technology Support

## **CORE SERVICES:** Services to JCESD component districts funded by the State School Fund.

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. Services are provided with a combination of on-site and remote work. 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 services may include 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.

**Desktop Support:** Provides a range of desktop computer hardware and software support services.

**Interactive Technologies Support:** Provides assistance with the purchasing, installation, training, and support for a variety of interactive technologies. These devices include SMARTBoards, interactive displays, document cameras, student response systems, and a number of other presentation and personal learning devices.

**Email System Support:** Provides support and management of all staff and student email.

**E-rate Filing Support:** Provides assistance in filing, meeting deadlines, and ensuring compliance with E-rates requirements and audits.

**Information Systems Support:** Provides implementation, management, and support for information systems that may include, but are not limited to: financial information, student information, student records, human resources, substitutes, phone calling, library, educational, and academic systems. Information/data systems may include support for Application Service Provider (ASP) and locally hosted systems.

**Internet Filtering:** Provides Internet Filtering to all component districts that either request filtering or receive Internet Access from JCESD.

**Procurement Services:** Provides quotes and/or purchase orders to component districts that comply with state purchasing regulations and represent efficient pricing. This may include leading or assisting the RFP and bidding process.

**Server Support:** Provides server implementation, design, management and support. In addition, the JCESD manages active directories, network schema, network security, and is responsible for all backup of critical data for information systems and file servers.

**Technology Planning:** Assists in developing technology plans for component districts that address the needs of individual district, state, IT goals, as well as E-rate requirements and Ed Tech funding criteria.

**Telecommunication Services:** Provides telecommunications services, including VoIP (Voice Over Internet Protocol) systems.

**Remote Meetings and Streaming:** Provides support for a variety of videoconferencing and remote meeting solutions.

**Video Security:** Designs, implements, and supports video security as requested by component districts. Systems may include IP video, DVR, and bus video security.

**Web Design and Development:** Provides support for implementation and maintenance of web sites.

**Wide Area Networking and Local Area Networking Support:** Provides all support for Wide Area Networking (WAN) and Local Area Networking (LAN) within component districts. Networking support includes design, installation, configuration, utilization monitoring, troubleshooting, and repairs.

*Programs or funding in addition to Local Service Plan dollars.*

**GOVERNMENT GRANTS AND CONTRACTS:** Federal grants, state grants and contracts and contracts with component districts and agencies.

None at this time

*Programs or funding in addition to Local Service Plan dollars.*

**ENTREPRENEURIAL:** JCESD provides services to non-component districts and possible additional services to component districts if the services may provide savings or added value to component districts.

None at this time



# School Improvement Services

**CORE SERVICES:** Services to JCESD component districts funded by the State School Fund.

In conjunction with their component school districts, Jefferson County Education Service District (JCESD) provides leadership, support, and technical assistance consultation in school improvement to improve 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. School Improvement Services may include Professional Development Services, Curriculum Services, English Language Development Services, and Student Services Integration.

**Superintendent/Instructional Leadership Services:** Provides instructional leadership consultation to include curriculum support and service, staff evaluations, staff and student discipline issues, instructional improvement, and the improvement of the health and well-being of Jefferson County students, staff, families, and school communities.

**Professional Development Coordination and Delivery:** Convenes all of the Directors of Curriculum and English Language Development Directors to bring together ideas, talent, and resources across districts and partner organizations to help schools better prepare all students to reach high standards.

**Student Services Integration:** Provides services that are integrated or linked with community services to enhance student academic success and support the healthy development of children. Services may include, but are not limited to, those provided through the Family Access Network, Safe Schools Alliance, Regional Safety Offices, School Resource Officers, and Mental Health Services.

*Programs or funding in addition to Local Service Plan dollars.*

**GOVERNMENT GRANTS AND CONTRACTS:** Federal grants, state grants and contracts and contracts with component districts and agencies.

**Integrated Guidance for Aligned Student Success:** Statewide Education Service Districts grant providing regional leadership, coaching, professional development, and technical assistance for Central Oregon school districts' Student Investment Account, High School Success, Every Day Matters, and Every Student Succeeds Act implementation focused on improving access and opportunities for all students, especially those students who have been historically underserved in the education system.

**Governor's Emergency Education Relief (GEER):** Designed to provide strategic support for maintaining continuity of instruction and access to resources for small school districts during the pandemic. This investment is provided to the JCESD and supports a position to serve our component districts in data collection and report writing related to Oregon Department of Education's initiatives.

**School Safety and Prevention Systems (SSPS):** Designed to provide additional funding to support the health and well-being of Jefferson County students and school communities.

*Programs or funding in addition to Local Service Plan dollars.*

**ENTREPRENEURIAL:** JCESD provides services to non-component districts and possible additional services to component districts if the services may provide savings or added value to component districts.

**Superintendent/Instructional Leadership Services:** The JCESD provides instructional leadership services to include curriculum support and service, staff evaluations, staff and student discipline issues, and instructional improvement. Recommendation and consultation services are provided at no cost, while additional instructional leadership services are provided as requested and at an agreed upon cost.

**Professional Development:** Professional development is focused on administrators, district leaders and teacher leaders of all four constituent districts. Professional development may include, but is not limited to, Student Success Act/Student Investment Act, Elementary and Secondary School Emergency Relief III (ESSER III) plans and Comprehensive Improvement Plans (CIP). Recommendation and consultation services are provided at no cost, while specific training and onsite support is negotiated through contractual services.

**Grant Writing:** JCESD provides grant writing services as requested and at an agreed upon cost.



# Administrative and Support Services

**CORE SERVICES:** Services to JCESD component districts funded by the State School Fund.

The Jefferson County Education Service District provides administrative and support services consultation that may include Superintendent/Administration Services, Business Office Services, and Other Support Services.

**Superintendent/Administrative Services** may include, but are not limited to:

- Superintendent support and consultation.
- Board of Directors support and recommendations.
- Policy and procedure consultation.
- School financial consultation.

**Business Office Services** may include, but are not limited to:

- Human resources consultation.
- OEGB enrollment consultation.
- Professional development collaboration among component districts.
- Data Collection to ODE and surveys consultation support.

**Other Support Services** may include, but are not limited to:

- Home school registration.
- Tri-County School Response Team partnership.
- Tri-County Student Threat Assessment Team partnership.

*Programs or funding in addition to Local Service Plan dollars.*

**GOVERNMENT GRANTS AND CONTRACTS:** Federal grants, state grants and contracts and contracts with component districts and agencies.

**School Safety and Prevention Systems (SSPS):** Designed to provide additional funding to support the health and well-being of Jefferson County students and school communities.

*Programs or funding in addition to Local Service Plan dollars.*

**ENTREPRENEURIAL:** JCESD provides services to non-component districts and possible additional services to component districts if the services may provide savings or added value to component districts.

**Superintendent/Administrative Services:** The JCESD provides direct administrative and support services to include superintendent support, Board of Directors support, policy and procedure update and consultation, and school financial consultation. Recommendation and consultation services are provided at no cost, while additional administrative services are provided as requested and at an agreed upon cost.

**Business Office Services:** The JCESD provides administrative and support services to include secretary support for the Board of Directors, financial evaluation and recommendation, financial oversight and internal control monitoring, human resources support and off and on-site consultation. Recommendation and consultation services are provided at no cost, while additional administrative services are provided as requested and at an agreed upon cost.