

# LOCAL SERVICE PLAN

## 2025-2026

**BOARD APPROVALS:**

Jefferson County Education Service District

January 8, 2025

Ashwood School District

February 20, 2025

Black Butte School District

February 11, 2025

Culver School District

January 30, 2025

Jefferson County School District 509

February 10, 2025

# 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 that 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 responsive and innovative to the needs 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.**

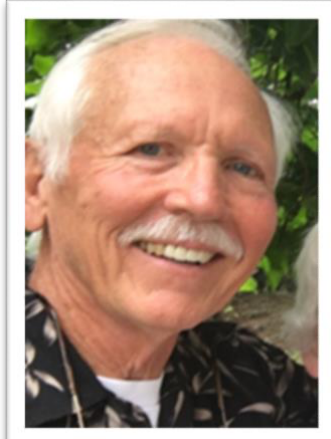
# Organization

## Board of Directors

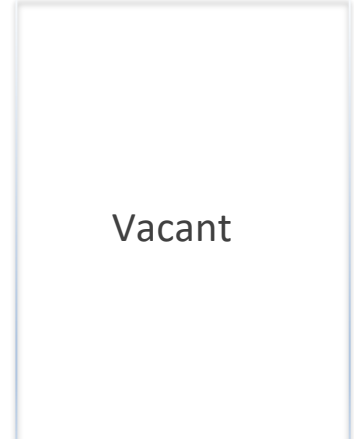
The Jefferson County Education Service District is governed by an elected, seven-member Board of Directors. Four members are elected by zones and three members are elected at large. Advisory members are appointed by the Board to bring additional perspectives and experiences to the Board, as well as promote community input and advocacy for vulnerable student populations. With various backgrounds, each member shares a dedication to meeting the needs of the component districts with quality services and programs.



Dani Cowdrey  
Position 1 (Ashwood)



Maurice Langsev  
Position 2 (Culver)



Position 3 (Black Butte)



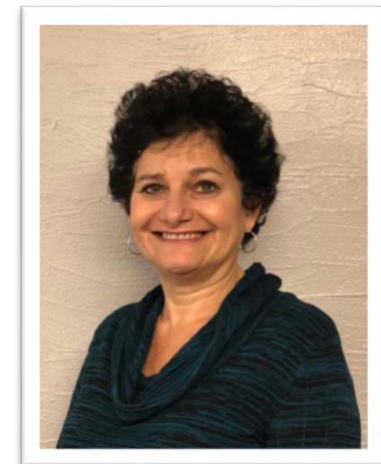
Paul May  
Position 4 (509J)



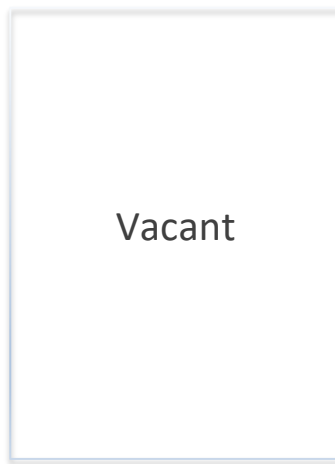
Barbara Ibrahim  
Position 5 (At-Large)



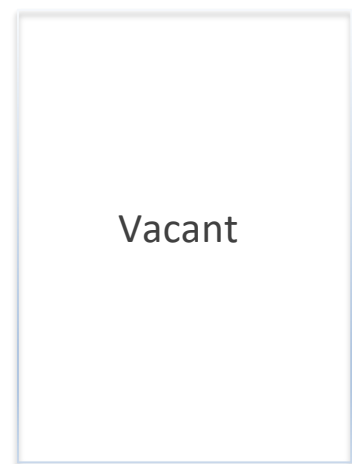
Heidi Casper  
Position 6 (At-Large)



Joan Starkel  
Position 7 (At-Large)



Vacant Advisory Board  
Member



Vacant Advisory Board  
Member

## Administration

Shay Mikalson, Superintendent  
Brad Henry, Chief Financial Officer  
Manda Currier, Special Programs Director  
David Hicks, Information Technology Director  
Jayel Hayden, Human Resources Specialist  
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** – Manda Currier

**Technology Services** – David Hicks

**School Improvement Services** – Shay Mikalson

**Administrative and Support Services** – Brad Henry

## 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>

25745 Forest Service Road PO Box 150  
Camp Sherman, OR 97730  
Delaney Sharp, Principal

### **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 2025-26 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 2025-26 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 2025:** The 2025-26 Local Service Plan reviewed by the JCESD LSP Committee and approved by the JCESD Board of Directors.
- **February 2025:** Local Service Plan submitted to component school district Boards of Directors for approval.
- **June 2025:** Local Service Plan services and budgets approved by the JCESD Budget Committee and JCESD Board of Directors.
- **Amendment process:** The JCESD Local Service Plan can be amended by a 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 must be spent on services provided directly to component school districts pursuant to OAR 327.019(8). The JCESD meets the ORS expenditure requirement as more than 91% of the component revenues are spent on services and programs for our component districts.

The following table illustrates our 2023-24 Audited Expenditures showing compliance with this requirement:

100 General Fund		Total	Percentage
2110	Attendance & Social Services	73,107	3%
2140	Psychological Services	440,617	17%
2150	Speech Pathology/Audiology Svcs	1,093,268	42%
2190	Student Support Services	62,470	2%
2210	Improvement of Instruction	28,167	1%
2240	Instructional Staff Development	2,535	0%
2310	Board Of Education Services	60,648	2%
2320	Executive Administration	42,281	2%
2520	Fiscal Services	81,004	3%
2540	Operation Of Maintenance/Plant	10,271	0%
2640	Human Resources	3,043	0%
2660	Technology Services	569,929	22%
5202	Mini Grants	5,000	0%
5203	Transfer to Debt Service	127,342	5%
Total Expenditures		2,599,680	100%

Grants and Contracts: JCESD receives federal grants, state grants 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](#).

## Student Success Act

The JCESD continues to increase its investment dedicated to supporting our component districts' Integration Plan for Aligned Student Success implementation as required by HB 3427, Section 25. 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 the following list of aligned programs for better coherence and impact: Student Investment Account; High School Success; Career and Technical Education Perkins V; Continuous Improvement Planning; Early Literacy; Every Day Matters; Small and Rural Schools Supports; and Early Indicator Intervention Systems. Through regional leadership, coaching, professional development, and technical assistance, JCESD helps our component districts improve access and opportunities for all students, especially those who have been historically underserved in the education system. For more details related to this work, 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, Early Childhood Special Education Transition Services, and Special Education Web-Based Individual Education Plan Services.

**Special Education Administrative Support Services** may include, but are not limited to:

- Special Education support and consultation.
- Submission of required state reports and surveys for districts.
- Professional development activities.
- Special Education records management.
- Technical assistance to districts regarding federal and state regulations.

**Special Education Psychological Services** may include, but are not limited to:

- Conducting psycho-educational and academic evaluations.
- Providing consultation services.
- Participating in Individual Education Plan and CORE team meetings.
- Behavioral assessment and planning.
- 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 and evaluations.
- Providing consultation services.
- Providing hearing screenings.
- Participating in Individual Education Plan and CORE team meetings.
- Developing and implementing individual education plans.
- Providing professional development opportunities for parents, teachers, and administrators.

**Early Childhood Special Education Transition Services:** Provides consultation and transition services for entering preschool 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 with component districts and agencies.**

**Integrated Plan 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, Career and Technical Education Perkins V, Continuous Improvement Planning, Early Literacy, Every Day Matters, Small and Rural Schools Support, and Early Indicator Intervention System 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 preschool 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 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 job-like school district groups 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 with component districts and agencies.**

**Integrated Plan 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, Career and Technical Education Perkins V, Continuous Improvement Planning, Early Literacy, Every Day Matters, Small and Rural Schools Support, and Early Indicator Intervention System 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.

**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, 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.
- OEBS 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 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.**

**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.

# CONTACT US.

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