

# Southern Oregon Education Service District



## 2019-20 Local Service Plan

Southern Oregon ESD  
*The Regional Advantage*

# Southern Oregon ESD

## 2019-20

### Local Service Plan

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# Executive Summary

Dear Superintendents and Board Members:

Southern Oregon Education Service District (SOESD) is proud to present the 2019-20 Local Service Plan (LSP). The LSP is a product of our collaboration with school districts to deliver services that are responsive to districts' individual and collective needs, by providing flexibility in service choices, while maintaining service quality and stability, and leveraging regional advantages in cost effectiveness and increased opportunities for students.

SOESD utilizes State School Funds to provide services required by the LSP process for school districts in Jackson, Josephine, and Klamath counties that serve approximately 50,000 students representing 8.8 percent of the students in Oregon. The SOESD geographic region is the largest ESD region in Oregon comprising almost 10,600 square miles, which is larger than seven of the states in the US. SOESD brings added value to our districts surpassing the requirements of the Local Service Plan by historically obtaining over half (59% in 2018-19) of our annual revenue (\$54,857,340 in 2018-19) through grants, contracts, and entrepreneurial services, expanding our partners and the area we serve, while providing enhanced or additional highly valued services to benefit our local districts.

SOESD is proud of our accomplishments as a progressive leader in the ESD community, within our region, and in the state. This 2019-20 LSP represents the continued leadership of our organization to provide a leading number of highly valued and innovative services aligned with Oregon's initiatives, delivered through a modern business model.

On behalf of the SOESD board and administrative leadership, I would like to recognize that our success is due to the work of our staff in cooperation with our component districts. It is through staff's service, responsiveness, and expertise – with a focus on customer service and satisfaction – that we have established and continuously build our value on doing what is best for children, families, and our communities.

Respectfully,

Scott Beveridge  
Superintendent

# Preface

This Local Service Plan has been developed in accordance with legal requirements as a description of services to be provided to component school districts by Southern Oregon ESD during the 2019-20 school year. However, it is important to note that these services can only be provided if adequate funds are available. In the event of a funding change, services will be prioritized in close consultation with the superintendents of the districts served by Southern Oregon ESD.

# Local Service Plan Requirements

## ORS 334 – Local Service Plan Requirements

ORS 334.005 specifies that the mission of education service districts is to assist school districts and the Department of Education in achieving Oregon’s educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The SOESD local service plan must include the following services as defined in ORS 334.175:

- **Administrative and support services** for component school districts, including but not limited to services designed to consolidate 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.
- **Programs for children with special needs**, including but not limited to special education services and services for at-risk students.
- **School improvement services** for component school districts, including, but not limited to services designed to support component school districts in meeting the requirements of state and federal law; services designed to allow the education service district 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; services designed to support and facilitate continuous school improvement planning; services designed to address school-wide behavior and climate issues; and services designed to support career and technical education.
- **Technology support** for component school districts and the individual technology plans of those districts, including but not limited to technology infrastructure services, data services, instructional technology services and distance learning.

The goals of these services are to:

- Assist component school districts in meeting the requirements of state and federal law;
- Improve student learning;
- Enhance the quality of instruction provided to students;
- 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.

## Local Service Plan Approval Process

The Local Service Plan must be approved by the school boards representing two-thirds of the component districts with greater than 50 percent of the students voting in favor of the plan.

## Local Service Plan Amendment Process

The Local Service Plan may be amended at any time by the SOESD board if component districts approve an amendment pursuant to the same criteria used to approve the original plan.

# Local Service Plan Timeline

## Timeline for Local Service Plan Development and Approval Process

Starting in September 2018	Review current Local Service Plan model and any suggested modifications based on input from component school district directors, business officials, and superintendents.
By December 2018	Local Service Plan submitted to component school district superintendents.
By January 2019	Local Service Plan submitted to SOESD Board for approval.
By January 2019	Local Service Plan submitted to component school district boards for approval.
January - February 2019	Component school district boards take formal action on Local Service Plan and submit resolution ballots to SOESD.
By March 1, 2019	Approval cycle completed.

## Timeline for Local Service Plan Service Selections

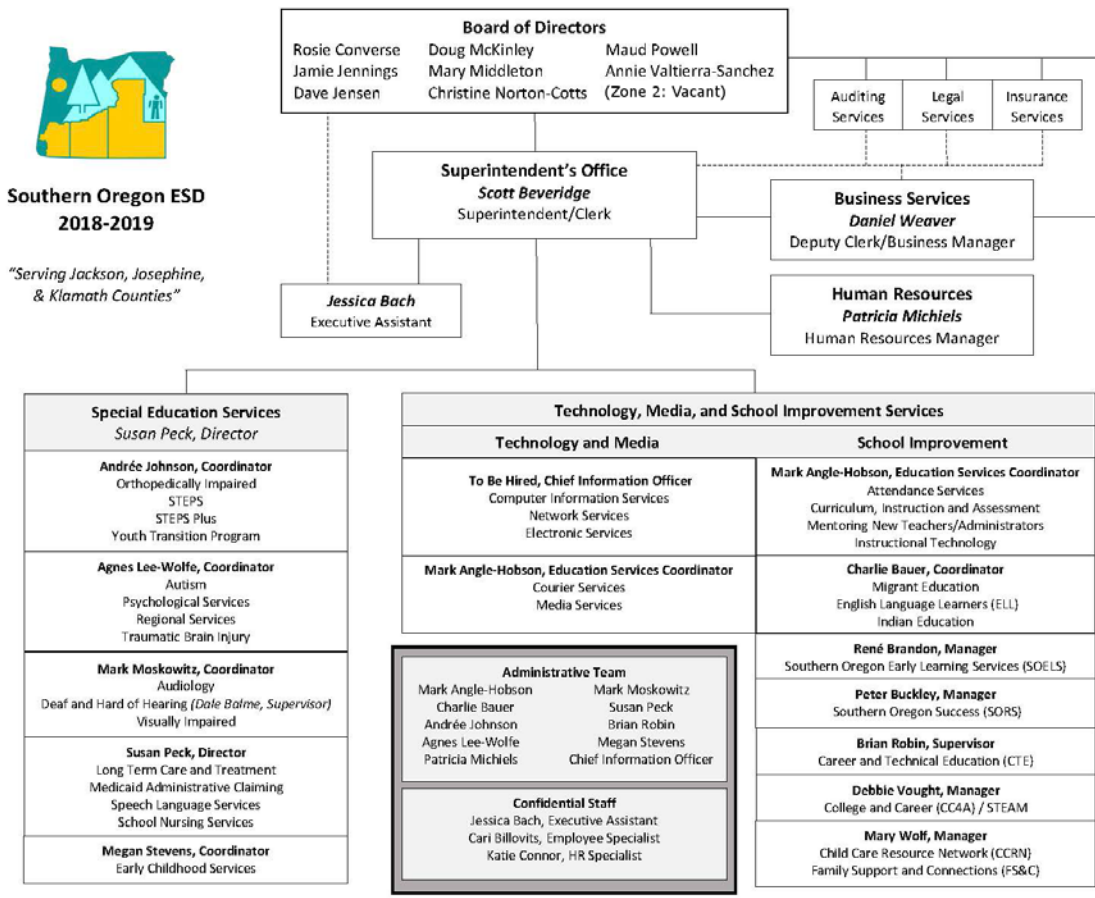
March – April 2019	Discussion with component school districts regarding service needs.
By April 2019	Local Service Plan selections by component school districts for Special Education service areas.
May – August 2019	Local Service Plan selections by component school districts for other service areas.

# Organizational Structure

## Local Service Plan Core Services

Southern Oregon ESD is organized into four core service areas to reflect the priorities set forth in the Local Service Plan:

- Administrative and Business Services
- Special Education Services
- School Improvement Services
- Technology Services



## Mission

As a responsible partner, we provide services and leadership to optimize educational opportunities for the children, schools and communities we serve.

# Financial Summary

## State School Fund

ESDs receive approximately 4.5% of the State School Fund to provide required services of the Local Service Plan to component districts. The ESD funding formula includes property taxes and state income taxes. For the 2018-19 fiscal year, SOESD has budgeted \$10,549,604 from state sources and \$11,474,338 from local property taxes. These combined amounts equal \$22,023,942 and, when added to the remaining budgeted revenues, total \$22,748,342 of general fund resources.

## State School Fund Expenditure Requirement for Local Service Plan

State law requires ESDs to expend at least 90 percent of their State School Fund revenue for services approved by component districts in the Local Service Plan.

## Grants and Contracts

SOESD brings additional value to our districts surpassing the requirements of the Local Service Plan by obtaining additional revenue beyond State School Fund allocations. We leverage this additional revenue to enhance or provide additional highly valued services. In addition to general fund revenues, SOESD historically obtains over half (59% in 2018-19) of our annual revenue (\$54,857,340 in 2018-19) through grants, contracts, and cooperative services.

## Entrepreneurial Services

SOESD engages in entrepreneurial activities with the intent of generating both opportunities and revenue to benefit its component school districts, as well as to improve educational resources and services to benefit the communities of Oregon.



# Local Service Plan

## Overview

Southern Oregon ESD provides an array of services to our component districts. Those services have been organized within the four “core service areas” as outlined by ORS 334.175 for our Local Service Plan. We have a long-standing, positive working relationship with our districts and together we annually review and revise services to best meet both individual and collective needs. Our 2019-20 Local Service Plan includes all required core services and additional services identified as needed by our local districts.

## Agreements

- **District Allocations** – 90% of SOESD’s State School Fund allocation is allocated to each component district based on the previous year’s finalized ADMr.
- **Essential Core** – Approximately 4% of the District Allocations will be budgeted for a small district special education allocation and leadership in core service areas that ESDs are required to provide: school improvement, special education, and technology.
- **Menu Service Selections** – A variety of existing services will be provided on a menu for districts to utilize and additional items may be added for districts to choose from in the future:
  - **Administration and Business** – A variety of administration and business services will be provided through a menu for districts to make selections on a yearly basis.
  - **School Improvement Services** – A variety of school improvement services will be provided through a menu for districts to make selections with a three year rolling commitment. Districts have already identified initial selections on which this LSP is based and may add to their selections.
  - **Special Education** – A variety of special education services are provided through a menu where districts can make selections on a yearly basis.
  - **Technology Services** – A variety of technology services will be provided through a menu for districts to make selections with a three year rolling commitment. Districts have already identified initial selections on which this LSP is based and may add to their selections.
- **Accounting** – Rates for the menu of services are projected estimates, but are calculated as actual cost at year end. Districts’ allocations will be billed at year end for actual cost of service utilization from menu selections. Remaining balances of districts’ allocations will be distributed to districts. Underfunded service utilization will be billed to districts.
- **SOESD Service Utilization Levels** – To support service stability and quality, each district agrees to utilize a minimum of 30% of their District Allocations available for SOESD services.

# Local Service Plan

- **Interim Agreements** – Intergovernmental agreements between SOESD and component districts can be utilized for excess demand or utilization needs beyond initial base purchase amounts of menu choices (beyond the three-year commitment levels for School Improvement Services and Technology Services).
- **Other Services** – SOESD offers a variety of additional fee-for-service opportunities such as professional development workshops, cooperative purchasing, and other entrepreneurial services that may include market rate prices. Districts may choose to participate and be billed against their allocations or be invoiced separately depending on the type of opportunity.
- **Entrepreneurial Fees** – Fees are set at the discretion of the ESD for any non-component districts or organizations with revenue to be used for the benefit of component districts.

# Administration and Business Services

## Contact

Email: [business@soesd.k12.or.us](mailto:business@soesd.k12.or.us)  
web: [www.soesd.k12.or.us/business](http://www.soesd.k12.or.us/business)  
101 North Grape Street  
Medford, OR 97501  
Phone: 541-776-8590 / 800-636-7450  
Fax: 541-779-2018

## About Administration and Business Services

SOESD administration works cooperatively with local school districts to offer services that provide equitable educational opportunities for all students. In addition to managing operations of the ESD, the Administration Office facilitates Home Schooling, the Superintendents Association, Business Officials meetings, and a variety of services offered to districts through a menu or as a fee-for-service option:

### Cooperative Purchasing

SOESD offers a multitude of bulk pricing for school district supplies and materials including delivery services via truck or courier.

### Substitute Management

SOESD offers recruiting, hiring, training, assignment, payroll, and substitute management services using the Absence Management System for licensed teachers to meet the needs of districts during staff absence.

## Services provided to component districts at no additional cost:

- **Superintendents Association Meetings**  
The SOESD Superintendent facilitates meetings throughout the year of area superintendents to enhance educational opportunities for students in the region.
- **Business Officials Meetings**  
The SOESD Business Manager facilitates meetings throughout the year of area business officials to enhance educational opportunities for students in the region.
- **Home Schooling**  
SOESD provides a centralized registration process for students residing within the thirteen school districts in Jackson, Josephine, and Klamath counties. Registration is required for all students age six through eighteen who are not enrolled in either public or private school.

# School Improvement Services

## Contact

Email: [school\\_improvement@soesd.k12.or.us](mailto:school_improvement@soesd.k12.or.us)  
web: [www.soesd.k12.or.us/school\\_improvement](http://www.soesd.k12.or.us/school_improvement)  
101 North Grape Street  
Medford, OR 97501  
Phone: 541-776-8590 / 800-636-7450  
Fax: 541-858-6749

## About School Improvement Services

School Improvement Services include a multitude of programs to provide support for children from birth through their post-secondary success. We support schools by acting as a liaison between ODE and our thirteen districts, coordinating regional curriculum directors meetings, promoting kindergarten readiness, managing significant grants that create career pathways aligned with employment opportunities, and supporting specific student populations and interventions as well as teacher training for instructional effectiveness that promotes attendance, student achievement, high school graduation, and career readiness.

## Attendance

School Attendance Specialists work with local school districts to increase attendance rates by providing school-wide and district-wide support for attendance, while also providing individual student interventions that decrease truancy. SOESD assists schools with Attendance Audit services to help them analyze their own attendance systems and create action plans for systematically improving attendance supports for students.

## Career Technical Education (CTE)

The CTE program coordinates a broad system of diverse subject areas aligned with career pathways awarding college credit aligned with the global economy. The program works closely with local high schools, community colleges, and industry to facilitate a Federal Carl D. Perkins consortium grant and the Southern Oregon CTE Consortium. The CTE Department services include Program of Study Approval, Instructor Appraisal and Certification, Professional Development, Federal Carl D. Perkins grant administration, and technical assistance.

## College and Career / STEAM Hub

College and Career services coordinate K-12, higher education, business, industry, and community partners to bring rigor, relevance, and hands-on project based, contextualized learning through dual-credit courses aligned with career paths leading to high wage, high skill, and high demand occupations. The program coordinates efforts of advanced and dual credit, Career Technical Education, the STEAM (Science, Technology, Engineering, Arts, and Mathematics) hub, and career related learning experiences for teachers and students. The program leverages substantial grant funding to provide service offerings.

# School Improvement Services

## **Curriculum, Instruction, and Assessment**

SOESD provides consultation, planning and implementation of professional development to increase student success. We support schools by acting as a liaison between ODE and our thirteen districts, coordinating and funding regional training opportunities, facilitating review of instructional and assessment resources, alignment of curriculum and assessment with content standards, and support for teacher effectiveness that promotes student achievement.

## **Instructional Technology Services / Data Driven Decision Making**

SOESD provides training and resources on the effective use of technology for teaching and the use of data driven decision making using relevant metrics by student support teams to provide interventions and wrap around services that increase student achievement. The program also supports the Southern Oregon Ed Tech Cadre of teachers, and the annual Southern Oregon Ed Tech Summit.

## **Library Media Specialist**

Library Media Specialist services are available for development of a coordinated media program, materials, and instruction to meet Division 22 requirements.

## **Mentoring New Teachers and Administrators**

SOESD provides mentoring for new teachers and administrators through the critical first and second years in their profession. The Mentoring program is built upon research that demonstrates increased student achievement and teacher retention, and is expanding support for new teacher induction programs to promote effective instructional practice, lesson and unit design, assessment, and culturally responsive teaching. The program leverages substantial grant funding to provide service offerings.

## **Migrant Education / Indian Education / English Language Learners**

Migrant Education / Indian Education / ELL services include trainings, presentations and consultations at the building, district, and regional levels to address educational and culturally related academic needs. The program also provides direct academic services to migrant-qualified students, including after school, summer school, and preschool programs designed to support students in meeting challenging academic Reading and Mathematics standards through literacy development. The program leverages substantial grant funding to provide service offerings.

## **Regional Achievement Collaboratives**

The Southern Oregon Success (SORS) in Jackson / Josephine counties and the Klamath Promise in Klamath County forges connections between schools, community organizations, businesses and local leaders to drive communities to actively support improving education outcomes beyond the classroom. Focused work includes training on the epigenetics of Adverse Childhood Experiences (ACEs), support for trauma informed approaches and resiliency leading toward healthy communities, and increased metrics from early learning, high school graduation and career success across a lifelong continuum.

# School Improvement Services

## Services provided to component districts at no additional cost:

- **Child Care Resource Network**

The Child Care Resource Network supports the efforts of our Southern Oregon Early Learning Hub, facilitates improvement of child care providers through implementation of the Quality Rating & Improvement System (QRIS), through trainings for providers, as well as business and consumer education to leverage tax benefits and provider networks.

- **Coordination for Reducing Chronic Absenteeism**

SOESD partners with districts identified by ODE to analyze data, determine and mitigate barriers that lead to chronic absenteeism, and support inclusive, safe, and welcoming environments conducive to learning for all students and staff.

- **Curriculum Directors Meetings**

SOESD facilitates meetings throughout the year of area curriculum directors to enhance educational opportunities for students in the region.

- **Family Support and Connections**

Family Support and Connections is a statewide program designed to help families meet the challenges of being a parent in the world today. Family Support and Connections is available to TANF clients and any other family that is struggling. A local family advocate is assigned to each family to help develop an individual plan to overcome barriers to success.

- **Southern Oregon Early Learning Services**

The Early Learning Hub makes resources and supports more available, more accessible and more effective for children and families that have historically been overrepresented in the opportunity gap and underrepresented in services. SOELS identifies the underserved children in their region, evaluates the needs of those children and families, and then works to insure that programs and services reach them and effectively meet their needs. Hubs are building outcomes-focused collaborations across K-12 schools, early education, health, human services and business.

# Special Education Services

## Contact

Email: [special\\_education@soesd.k12.or.us](mailto:special_education@soesd.k12.or.us)  
web: [www.soesd.k12.or.us/special\\_education](http://www.soesd.k12.or.us/special_education)  
5465 S. Pacific Highway  
Phoenix, OR 97535  
Phone: 541-776-8555  
Fax: 541-535-2640

## About Special Education

Special Education programs at Southern Oregon ESD provide evaluative, consultative, and direct special education services to students with disabilities. Many Special Education services are available in Jackson, Josephine, and Klamath counties, and some services are also available in Douglas and Lake counties. The *OR Project* curriculum is available worldwide.

## Audiological Services

A full range of diagnostic hearing services are provided for children from birth to high school graduation, including pure tone air and bone conduction testing, visual reinforcement and behavioral observation sound field audiometry, speech audiometry, acoustic emittance testing, otoacoustic emissions testing, hearing aid evaluation and ear mold fitting, custom made swim plugs, sound field amplification and personal FM systems.

## Assistive Technology Services

SOESD maintains a library of assistive technology for loan as needed.

## Autism Services

Autism specialists work in collaboration with school psychologists, speech and language pathologists, and special education teachers in providing comprehensive evaluations for students birth to age twenty-one. Based on evaluative data, specialists recommend, develop, model, and train district and EI/ECSE staff in a variety of intervention and treatment strategies to address student needs.

## Deaf and Hard of Hearing Services

American Sign Language interpreters, as well as direct instruction and consultative services provided by teachers of the deaf and hard of hearing, are available to eligible students birth to age twenty-one.

## Evaluation Services - Early Intervention / Early Childhood Special Education

Evaluation services are available in Josephine County by our Early Intervention (EI) and Early Childhood Special Education (ECSE) program for children from birth through five years of age to meet child find requirements, in addition to the many services offered to support families and their children with special needs.

# Special Education Services

## Medicaid Billing

School Districts participating in the Medicaid Billing program are reimbursed by a federal program known as Medicaid Administrative Claiming (MAC). The MAC program provides a way of reimbursing K-12 districts for claimable work already being performed by staff.

## Oregon Project for Visually Impaired and Blind Preschool Children (OR Project)

The OR Project is a comprehensive assessment and curriculum designed for use with children birth to six who are visually impaired or blind.

## Orthopedically Impaired Services

Orthopedically Impaired specialists provide evaluative, consultative and direct therapy services. Physical therapy (PT) focuses on postural and gross motor functioning such as head control, sitting, and standing balance. Occupational therapy (OT) focuses on fine motor functioning such as reach/grasp, manipulation, release of objects and coordination of two-handed activities.

## Psychological Services

Psychological Services provides a broad range of consultative services to administrators, teachers, and parents, as well as direct evaluative and intervention services to students.

## School Nursing Services

Students attending schools may have a variety of chronic and acute health conditions, such as seizures, asthma, diabetes, and severe allergies. Some students may require medical assistive devices and procedures, such as gastric tube feeding, oxygen administration, suctioning, or nebulizer treatments. School nurse consultants help school districts meet the needs of these students, and maintain compliance with Oregon rules and statutes, working under the requirements of both the Oregon Board of Education and the Oregon State Board of Nursing.

## Special Education Automation Software (SEAS)

SEAS is a 100% web based special education management system comprised of several modules which together allow districts to manage their special needs programs, including: IEP and forms management, timeline compliance, Medicaid claim generation, assessment reports, and more.

## Speech and Language Services

Speech and Language Services provides a broad range of direct and consultative services, including individual speech/language evaluations, participation on IEP teams, individual and group therapy, and co-teaching in language mediated subjects to increase language acquisition and verbal fluency.

## STEPS

STEPS CARE and Transition classrooms serve students age five through twenty-one with severe and/or multiple disabilities, including severe intellectual disability, autism, orthopedic, traumatic brain injury, and medical health needs.



# Special Education Services

## STEPS Plus

Students enrolled in STEPS Plus represent a distinct population of students who present difficult and challenging behaviors. They have multiple, severe disabilities, cognitive deficits and/or significant medical/health needs. The disabilities may include developmental disability, hearing and vision impairment, communication disorder, orthopedic impairment, traumatic brain injury, other health impairment, autism and behavioral disorders.

## Vision Impaired Services

Braille production and Itinerant special education services are available to serve all identified blind, low vision, or deaf-blind children, birth through age twenty-one.

## Youth Transition Program

The YTP program of Southern Oregon Education ESD serves students with disabilities age fourteen to twenty-one who are eligible for special education services. The purpose of the program is to prepare youth with disabilities (including on IEP, 504, mental health, physical disability or health impairment) for employment or career related post-secondary education or training.

## Services provided to component districts at no additional cost:

- **Early Intervention / Early Childhood Special Education / Gilbert Creek Child Development Center**

Early Intervention (EI) and Early Childhood Special Education (ECSE) services are provided to children from birth through five years of age, under provisions of the Individuals with Disabilities Education Act. Josephine County Early Intervention Services offers many services to support families and their children with special needs.

- **Long Term Care and Treatment (LTCT)**

Long Term Care and Treatment (LTCT) provides education programs for students who have been placed by state agencies, school districts, or private placement in day and residential treatment facilities. The goal of Long Term Care and Treatment Education Programs is to provide a high quality, therapeutic environment where children will gain the behavior skills and abilities to function successfully in a non-institutional environment.

- **Regional Programs for Low Incidence Disabilities**

SOESD acts as one of Oregon's eight Regional Programs. As the Southern Oregon Region III Program, SOESD provides special education services to children from birth through age twenty-one with hearing impairments, vision impairments, deaf/blindness, autism spectrum disorders, severe orthopedic impairments, and traumatic brain injury in a five-county area ([Jackson, Josephine, Klamath, Douglas, and Lake Counties](#)).

# Special Education Services

- **Special Education Directors Meetings**

SOESD facilitates meetings throughout the year of area special education directors to enhance educational opportunities for students in the region.

- **Transition Network Facilitator - Region V**

The role of the Transition Network Facilitator (TNF) is to support the Governor's Executive Order 15-01 to further improve Oregon's systems of designing and delivering employment services for students with disabilities. The TNF works to support the collaborative efforts of Vocational Rehabilitation and Local Education Agencies in Oregon in the implementation of the Workforce Innovate Opportunity Act and the provision of Pre-Employment Transition Services.

# Technology and Media Services

## Contact

Email: [technology@soesd.k12.or.us](mailto:technology@soesd.k12.or.us)  
web: [www.soesd.k12.or.us/technology](http://www.soesd.k12.or.us/technology)  
101 North Grape Street  
Medford, OR 97501  
Phone: 541-776-8590 / 800-636-7450  
Fax: 541-858-6749

## About Technology & Media Services

Technology and Media Services provides comprehensive services for local school districts to support administrative and instructional technology to increase student success, resulting in significant cost savings while creating other efficiencies.

## Courier

The Courier provides pick-up / delivery of materials and equipment from our Media Center, Cooperative Purchasing warehouse, and Electronics Repair program, as well as inter-district and intra-district mail.

## Data Center Hosting

Computer Information Services administers SOESD's regional 24x7 data center, serving critical information systems to schools. The data center saves hundreds of thousands of dollars on hardware and software, while creating other efficiencies including staff time savings, reduced power consumption, and data center redundancy.

## Data Dashboard

SOESD provides access to the WESD data dashboard at significantly reduced costs. SOESD specialists provide technical support for implementation and training for staff on data driven decision making coupled with interventions that promote students success.

## District Data Center Support

System Analysts maintain data centers deployed in component districts and management of data systems migrated to our regional data center, producing savings on server costs, while increasing IT responsiveness, maximizing up-time, and reducing power, cooling, and rack storage requirements.

## District Network Support / VoIP Services

Network Analysts provide support for the design, installation, and maintenance of both wired and wireless local and wide area networks, connectivity to the Internet, video security systems, and Voice over IP phone systems.

## Electronic Services

Licensed low voltage and 110v electricians install wired and wireless networks, surveillance systems, access control security systems, and instructional technology such as projectors and electronic white boards. Electronic technicians repair electronic equipment, including iPads and other mobile devices. Electronic materials and devices are provided at greatly reduced wholesale prices.

# Technology and Media Services

## Follett Destiny

SOESD's Follett Destiny library management software hosted in our regional data center provides access to enriched, educator-reviewed digital content and tools that help students, librarians and educators find, share and use print and digital resources.

## Help Desk Software Suite

Computer Information Services produces and hosts the [Region-Wide Help Desk](#) for IT departments, print shops, maintenance departments, and more. The software solution provides data tracking and a suite of software tools including asset inventory management and remote technical support capabilities, as well as robust data reporting.

## Infinite Visions Hosting

SOESD hosts the Infinite Visions Business Information Services software in our regional data center at reduced costs to districts. Technicians manage service updates and technical support for the system.

## Instructional Media

The Media Materials Library contains approximately 16,000 instructional resources that teachers can access for classroom use. Available resources include exclusive online video content, World book, eBooks, DVDs, software, printed books, poster sets, medical models, science kits, and two portable planetariums (Starlabs).

## Internet Connectivity

Computer Information Services provides cost effective Internet connectivity with access to Internet2 bundled with the benefit of added Internet circuit redundancy, providing substantial and reliable bandwidth to meet the entire region's needs under a single cost savings contract.

## Professional Development Management (PDNetworks)

Computer Information Services produces and hosts the PDNetworks software system that allows districts to create and manage staff's TSPC licensing and professional development plans, as well as publish, manage, and track training activities customized to meet district-wide and individual staff goals.

## Software Development

Software Developers create mobile applications for school districts, develop web sites, and customize data systems to meet districts individual student learning and reporting needs.

## Services provided to component districts at no additional cost:

- **Technology Director Meetings**

SOESD facilitates meetings throughout the year of area technology directors to enhance educational opportunities for students in the region.