

**MULTNOMAH EDUCATION SERVICE DISTRICT AND COMPONENT DISTRICTS
ANNUAL RESOLUTION PROCESS AGREEMENTS AND UNDERSTANDINGS**

The following shall guide the service plan process for the 2021-2023 biennium:

RESOLUTION SERVICES/LOCAL SERVICE PLAN

1. Resolution Services are listed in the Local Service Plan and require approval of component districts' Boards by March 1, annually. The services offered in the Local Service Plan must be approved by two-thirds of component districts' Boards. In addition, the approving Boards must represent a majority of enrolled students within MESD boundaries. The Local Service Plan must be adopted by component districts, but not all services in the Local Service Plan must be used by an individual district in their District Service Plan.
2. Resolution Services (Local Service Plan) and costing (District Service Plan) are continuously reviewed by advisory committees. Each advisory committee is open to one or more component district representatives. Business Managers and Superintendents are invited to all advisory meetings. Annually, advisory groups will make recommendations to the Superintendent Council for consideration of changes in the following year.

RESOLUTION DOLLARS

3. Resolution dollars are the combined revenue from the State School Fund and property taxes received by MESD. Total resolution dollars in the Adopted Budget are determined by the last ODE estimate before July 1st of the previous year. Adjustments during the year, based on ODE data, are made and documented on the District Service Plan. Prior year SSF revenue reported on the May SSF warrant are documented as "prior year adjustments".
4. 10% of all resolution dollars are retained by MESD for operational costs.
5. 90% of all resolution dollars are allocated to component districts based on their percentage of ADMw, with ADMw for Corbett and Riverdale multiplied by 1.61.
6. Service dollars are resolution dollars allocated to component districts for selecting services from the Local Service Plan and on their District Service Plan.
7. A component district may reserve or over-expend a portion of its resolution apportionment, documented on the District Service Plan as an unappropriated ending balance. A district's ending balance may be positive or negative and will be applied to the district's resolution apportionment the following year.

CONTRACT DOLLARS

8. Contract dollars are funds from school districts' budgets to purchase MESD services.
9. The cost for a contracted service will be the same as the resolution services cost.

TRANSIT DOLLARS

10. Transit dollars are a percentage of districts' service dollars taken as cash in lieu of services. In December of each year the Superintendent's Council will discuss any changes to the percentage of transit allocation for the following year, if needed, for all districts. In December of each year the Superintendent's Council will, by a majority vote as outlined in number 1 above, approve the transit allocation.
11. Transit dollars may be converted to service dollars but service dollars may not be converted to transit dollars in excess of the maximum allowed.
12. Districts will bill the MESD for any transit dollars not more than quarterly, with the first payment available to Districts no later than December, once property taxes are received by the MESD.

DISTRICT SERVICE PLAN PROCESS (COSTING)

13. By November 1, districts must notify MESD of intent to opt out through district Board approval and letter of intent to the ESD.
14. By December 1, districts will provide the MESD with any new program needs and requested transit levels.
15. By March 1, districts who gave initial intent to opt out the prior November 1, will provide final decision to the MESD in writing as noted by their district Boards at the February Board meeting.
16. By April 15, MESD will provide preliminary service costs (based on current service levels) and any significant program changes to Business Managers and/or Superintendents.
17. By April 30, districts will provide final service plan selections to MESD by submitting the District Service Plan spreadsheet to the business office. MESD will acknowledge the request and confirm, clarify or deny the request by a return email response. Revised spreadsheets will be shared on a regular basis.

18. District Service Plan costs are estimated until districts submit their final student counts. Program changes will not be considered after May 1 unless:
- There is a revenue change of 10% or more for component districts or MESD.
 - Capacity exists to meet additional district requests.
19. Costs on the District Service Plan are annual amounts. Actual district charges may be adjusted or prorated based on usage.
20. Changes in use of Resolution Services that impact more than an individual district will be approved by the Superintendents using the same guidelines listed in Number 1.
21. Districts initiating District Service Plan program changes in Maintenance of Effort related programs will bear full responsibility of those changes as it affects MESD's allocation of Maintenance of Effort costs, based on current ODE regulations.
22. Service plan selections (slots) paid by Resolution service dollars may be transferred from one service to another after January 1 of the current school year pending approval by the MESD program director(s). The program director(s) will need to consider program budgets, capacity, and space availability when making the decision. Program transfers within an MESD program area (Special Education or Instruction) are preferred.

James Owens, Superintendent
Centennial School District

Dan Wold, Interim Superintendent
Corbett School District

Ken Richardson, Superintendent
David Douglas School District

James Hiu, Interim Superintendent
Gresham-Barlow School District

Michael Lopes-Serrao, Superintendent
Parkrose School District

Guadalupe Guerrero, Superintendent
Portland Public School District

Dr. Danna Diaz, Superintendent
Reynolds School District

Jeff Harding, Interim Superintendent
Riverdale School District

Dr. Paul Coakley, Superintendent
Multnomah Education Service District