



2006-2007 Local Service Plan

Mission

The mission of the Umatilla-Morrow Education Service District (UMESD) is to join with the twelve component school districts served directly by the UMESD and the Oregon Department of Education in a three-way partnership designed to achieve the educational goals and responsibilities of the State of Oregon and the specific goals established by the Athena-Weston, Echo, Helix, Hermiston, Ione, Milton-Freewater, Morrow County, Pendleton, Pilot Rock, Stanfield, Ukiah, and Umatilla School Districts.

Under the provisions of HB 3184, adopted by the Oregon Legislative Assembly in its regular 2005 session, an education service district shall provide regionalized core services to component school districts. 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
- Provide professional development to component school district employees
- Enable component school districts and the students who attend schools in those districts to have equitable access to resources
- Maximize operational and fiscal efficiencies for component school districts

Introduction

As a result of HB 3184, the annual resolutions process has been merged into the development of a local service plan which is to be developed jointly by the Education Service District and its component school districts. This Local Service Plan must include the following services:

- Programs for children with special needs including, but not limited to, special education services for at-risk students and professional development for employees who provide those services
- 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, distance learning, and professional development for employees who provide those services
- 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 districts 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 address school-wide behavior and climate issues, and professional technical education and professional development for employees who provide those services
- 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 Oregon 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 Board of Directors of the Umatilla-Morrow ESD believe that the creation of a local service plan in cooperation with its member districts and the clear articulation of every program and service offered by the UMESD will lead to enhanced understanding, more effective communication, and greater equity of service for all students.

Calendar of Approval

- December, 2005** – Local Service Plan submitted to component district superintendents for review
- January, 2006** – Local Service Plan submitted to UMESD Board for approval
- February, 2006** – Local Service Plan submitted to component school district boards for approval
- March 1, 2006** – Approval cycle completed

Organization

The Umatilla-Morrow ESD has been organized into four divisions which coincide with the mandates of the local service plan. These divisions and their chief administrators include:

- Special Education – Niki Brown & Deb Oliver
- Information Technology – Michael Lasher
- Instructional Services – Heather Henslee
- Administrative Services – Beth O’Hanlon

Annual Performance Measure

This Local Service Plan will be measured annually by the component school districts using a four-point rating scale. The UMESD shall submit a list of all services provided under the Local Service Plan to each component school district for the purpose of measuring the effectiveness of each service. A summary of this performance measurement shall be provided to all component school district boards, all component school district superintendents, and to the board of the UMESD.

Program Overview & Comments

The Umatilla-Morrow ESD appreciates the continued opportunity to be of service to its twelve member districts in the two-county area. We believe we have developed an effective working relationship which is manifested in the scope of this Local Service Plan. In response to the spirit of HB 3184, this plan includes all services provided by the UMESD, not just those services funded by general school support.

During the past year, several major changes have occurred in the services provided by the UMESD. These major changes include:

- In December of 2004, the UMESD assumed oversight of regional special education and early intervention/early childhood services for Umatilla, Morrow, Wallowa, Union, Baker, Grant, and Malheur Counties.
- In July of 2005, the UMESD joined with component school districts to form the Intermountain Alternative Education Consortium which is authorized to provide services in Umatilla, Morrow, and Grant Counties and at the Riverbend Youth Corrections Center. Alternative education programs are currently being operated at Riverbend, Milton-Freewater, Pendleton, John Day, and Hermiston.
- In September of 2005, the UMESD was chosen to be one of three statewide assessment and testing centers. Through this state contract, services are being provided in fourteen counties. The UMESD is subcontracting with other ESDs for part of this work.
- In October of 2005, the UMESD was chosen to receive a second Emergency Response Crisis Management grant in the amount of nearly \$400,000. This grant is the foundation of the UMESD's Safe and Healthy Schools Program.

Whenever the ESD assumed responsibilities for providing services outside of the boundaries of Umatilla and Morrow Counties, there is always concern about what impact this might have on local students. Before the ESD assumes any such state or federal contracts, there are three questions which come before the UMESD Board. These questions are:

1. Will assumption of these contracts expand the service and program capacity of the UMESD and thereby augment our ability to service our twelve core districts?
2. Is the contract amount sufficient to cover all costs associated with serving students outside of Umatilla and Morrow Counties?
3. Is there the capacity to receive indirect costs for management of the program and are these indirect fees sufficient to both cover associated management expenses and enhance the overall budget available to provide services to students in Umatilla and Morrow Counties?

If there is not added value and benefit to the students directly served in Umatilla and Morrow Counties, then the UMESD will not dilute its resource base by assuming outside responsibilities.

In practice, both the management of state programs and the conduct of entrepreneurial programs have provided significant benefits to our twelve local districts. For example, the contracts operated through Information Technology have enabled the ESD to subsidize local technology contracts and services. In the area of cooperative purchasing, the expansion of purchasing power through serving districts outside of the ESD has resulted in lower costs to our own districts. And, the funds received for managing state and federal contracts become a part of the general fund expenditures of the ESD which are used solely for serving students in Umatilla and Morrow Counties.

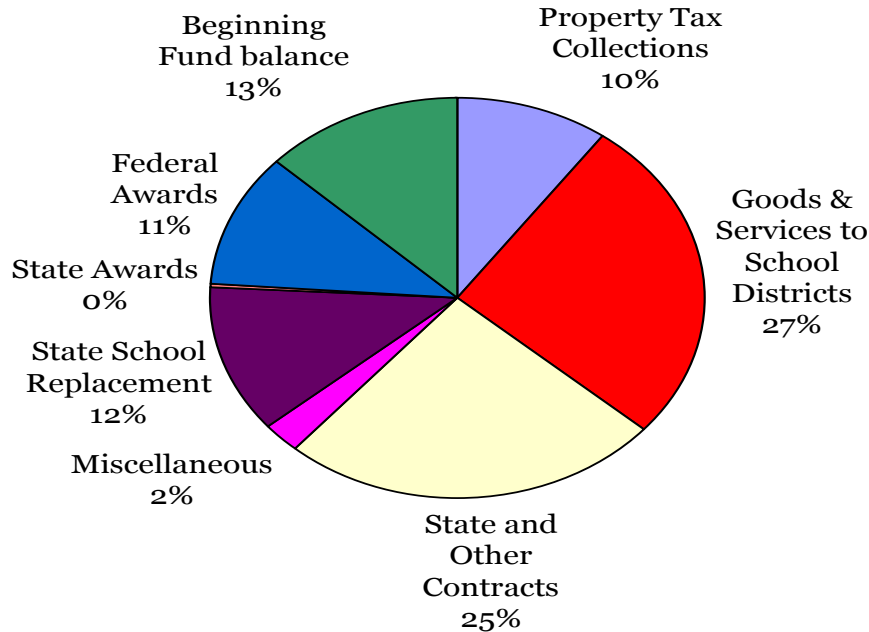
A more comprehensive review of the programs and services provided by the UMESD has been incorporated into the specific provisions of the 2006-2007 Local Service Plan.

Respectfully Submitted,

George Murdock

George Murdock, Superintendent

UMESD Revenue Sources



Note: There are sometimes questions about what happens to those funds designated on property tax statements as “ESD.” Those funds constitute ten percent of the total revenues received by the U-M ESD. However, the ESD is guaranteed a certain amount of basic support per ADM. The balance of this guarantee is made up with state school replacement funds which in our case amount to 12% of total revenues. Together, these general fund revenues amount to 22% of the total budget. The remaining 78% comes from other sources.

Programs for Children with Special Needs

Special Education Administration

Personnel Data: 4.5 FTE

The administration of the Special Education Department includes management of all school age programs in Umatilla and Morrow Counties, oversight of regional and early intervention/early childhood state contracts in seven Eastern Oregon counties, and oversight of PT/OT contracts in three counties besides Umatilla and Morrow. The Umatilla-Morrow ESD has subcontracts with the Malheur ESD and the Wallowa ESD to provide some services in the area of regional and early intervention/early childhood services. The Special Education Department provides a variety of services to schools. The special education staff provides administrative support necessary to assist component districts in planning and coordinating their special education services. Services to the component school districts include:

- Child find activities
- Assistive technology support
- Private schools
- Special education software management
- State and federal reporting
- Medicaid administrative claiming
- Medicaid fee for service
- Crisis Intervention Response Team
- Receiving and responding to requests for program service and evaluation data
- Program development
- Staff development
- Communication and problem resolution with component school districts
- Daily supervision of staff in cooperation with component school districts
- Regional census/record-keeping

The Special Education Department at UMESD has five programs that provide special education services to the communities in the Northeast corner of Oregon and schools in Umatilla and Morrow Counties. Those programs are:

- The Early Intervention/Early Childhood Special Education Program
- The Speech/Language/Hearing Program
- Nursing Program
- The School Psychology/Child Development Program
- The Physical and Occupational Therapy Program

UMESD and its service components throughout Eastern Oregon also provide very specialized technical assistance to component school districts. Examples of this residential technical expertise include: vision impaired – deaf/blind, multi-disabled, and transition; autism and transition; occupational therapy – orthopedic impairments, sensory integration, collaborative teaming and transition; augmentative communication as well as speech and language and transition; and hearing impaired – cochlear implants.

Early Intervention/Early Childhood Special Education Program

Personnel Data: 21.86 FTE in Umatilla and Morrow Counties; 8.38 FTE in Union, Baker and Grant Counties

The Early Intervention/Early Childhood Special Education (EI/ECSE) program provides services to children with disabilities, birth to kindergarten entry, and their families. The Oregon Department of Education contracts with the Umatilla-Morrow ESD to provide these services in Umatilla, Morrow, Grant, Union and Baker Counties. The UMESD subcontracts with Malheur and Wallowa Counties to provide services in those counties. The EI/ECSE program is very active in child find activities. Referrals are taken from members of the community and, with parent permission, complete evaluations to determine eligibility for the EI/ECSE program. Services are provided to children and their families through home visits, ECSE classrooms, consultation to community preschools and Head Start programs, toddler groups, speech groups, and residential treatment centers or hospitals. UMESD has ECSE classrooms located in Irrigon, Umatilla, Stanfield, Pendleton, Milton-

Freewater, La Grande, and Baker. The staff of the EI/ECSE program works collaboratively with other community agencies to provide services to young children by serving on Advisory Boards and to provide training to parents, daycare providers, and preschool staff.

Speech/Language/Hearing Program

Personnel Data: 26.99 FTE in Umatilla and Morrow Counties; 1.9 FTE in Union, Baker, and Grant Counties for EI/ECSE only

The Speech/Language/Hearing Program provides instruction to children who have speech and language disorders and hearing impairments. Services include identification, diagnostic evaluation, and intervention which are provided through direct instruction and consultation with teachers and parents. The program also provides audiological evaluations and services to children with hearing impairments through evaluation, monitoring hearing aids, and direct instruction from a teacher of the deaf and hard of hearing or sign language interpreters. The staff in this program serves young children in Umatilla, Morrow, Grant, Union, and Baker Counties through the Early Intervention/Early Childhood Special Education Program as well as the students in schools in Umatilla and Morrow Counties.

Nursing

Personnel Data: 1.8 FTE

The Nursing Program provides evaluation and assessment for children who have health needs and attend school in Umatilla and Morrow Counties. With input from the parents and the physicians, the nurse writes medical protocols and health management plans and provides training to staff on those plans. This assures that school staff understands the medical needs of children and know what to do in an emergency.

School Psychology/Child Development Program

Personnel Data: 9.8 FTE in Umatilla and Morrow Counties; .1 at

Riverbend

The School Psychology/Child Development Program has staff assigned to serve each school in Umatilla and Morrow Counties with regularly scheduled times they will be available to individual buildings. The program provides evaluations, risk assessments, mental health assessments, in-service for school staff, and behavior consultations. Staff are also members of school teams who make decisions about special education eligibility; staff provide these services to children from birth to 21 or graduation from high school.

Autism

Personnel Data: 1.0 FTE

Umatilla and Morrow Counties provide an Autism Consulting Teacher. This person serves in the two counties to assist classroom teachers in providing services to students with Autism. This position supplements the Autism Consulting Teachers provided by the Eastern Oregon Regional Program.

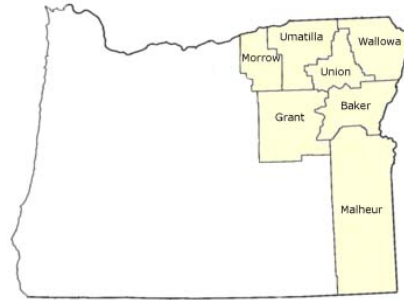
Physical Therapy/Occupational Therapy Program

Personnel Data: 7.43 FTE

The Physical and Occupational Therapy Program provides evaluation for children who have fine and gross motor concerns. When children are found to be eligible for services, direct instruction as well as information is provided to teachers. The program also provides specialized equipment, such as adapted chairs, for children to participate in classroom activities. The program provides Community Connections Network (CNN) clinic which is a satellite clinic from Child Development and Rehabilitation Center (CDRC) in Portland. It also provides wheelchair clinics, spasticity clinics and hope to provide a behavior clinic during the 2005-2006 school year.

Eastern Oregon Regional Programs

Eastern Oregon Regional Programs provides services to children, ages birth to 21, with low incidence, high needs disabilities. The Oregon Department of Education contracts with the Umatilla-Morrow ESD to provide these services in



Baker, Grant, Malheur, Morrow, Umatilla, Union, and Wallowa counties. The Umatilla-Morrow ESD has subcontracts with Malheur ESD to provide Hearing Impaired services in Malheur County and Wallowa ESD to provide Occupational and Physical Therapy services in Wallowa County.

- **Regional Hearing** – There are 4.4 FTE staff members assigned to this program which provides services in Baker, Grant, Malheur, Umatilla, Morrow, Union, and Wallowa Counties
- **Regional Vision** – There are 3.2 FTE staff assigned to this program which provides services in Baker, Grant, Malheur, Umatilla, Morrow, Union, and Wallowa Counties
- **Regional Severe Orthopedic Services** – There are 3.3 FTE staff assigned to this program which provides services in the seven counties also served by regional hearing and vision programs
- **Regional Autism** – There are 2.5 FTE staff assigned to this program which provides services in the seven counties also served by the other regional programs administered by the UMESD

Support Programs

The UMESD provides several support programs which are available throughout the service area including:

- Hearing and equipment lending services
- Child development and rehabilitation center outreach clinics
- Technology access and equipment lending centers
- Preschool lending libraries

Private Schools

Umatilla-Morrow ESD works in collaboration with the component school districts in Umatilla and Morrow Counties to provide child find and special education services to children who have been placed in private schools by their parents. The school districts and UMESD write an annual plan to address the provision of special education services for children who attend private schools. UMESD will provide hearing screenings for the private schools in kindergarten, first, and second grades as a part of child find.

Technology Support

The Information Technology (IT) Department provides a variety of support services to the UMESD component school districts. These services include:

- Networking support including Internet access
- Desktop support
- Helpdesk support
- Distance education
- Server support (Novell, Microsoft, and Linux)
- Web design and development
- Telephone systems support
- Video conferencing support
- Data processing support
- E-Rate support

Networking Support (including Internet Access)

Personnel Data: 2.5 FTE

IT provides primary support for Local and Wide Area Networking within UMESD component school districts. Networking support includes design, installation, configuration, and troubleshooting of Network Switches, Routers, Firewalls, MailScanners, Spam Filters, Viruswalls, DNS Servers, and Traffic Shapers which provide a common set of services to all districts. The Internet service provider for all districts is the Network of Education and Research in Oregon (NERO). NERO provides Internet services to state government and all public higher education sites through multiple tier one Internet providers and redundant telecommunication paths. UMESD and its component districts benefit from 45Mb access for Internet which will be upgraded to 100Mb by the fall of 2006.

Desktop Support

Personnel Data: 11 FTE

IT provides desktop support for the Ione, Morrow County, Umatilla, Hermiston, Pendleton, Ukiah, Athena-Weston, Helix, and Milton-Freewater School Districts. Desktop support consists of providing on-site computer setup, software installation, troubleshooting, hardware installation, and various technical support services. Typically support calls are initiated through calls to the Helpdesk or via online Helpdesk request. The IT department is introducing “Remote Desktop Support” as an avenue for lowering personnel and support costs and improving mean time to resolution.

Helpdesk Support

Personnel Data: 2.5 FTE

In offering Helpdesk support for all component school districts, Information Technology provides local and toll-free calling to the Helpdesk. The Helpdesk is the first line of help for end-user technical support. The Helpdesk will attempt to solve problems over the phone. If the problem is too time consuming to solve over the phone, the problem will be referred to a Desktop Support person who works within the district. The UMESD also provides Helpdesk support for one of Oregon's primary online education providers, Oregon Online.

Distance Education

Personnel Data: .25 FTE

IT provides coordinating functions for the UMESD bi-county area in the realm of distance education, including both online education and Interactive Video Conferencing (IVC). These functions include hosting IVC sessions, IVC support, and Learning Management System (LMS) hosting and LMS oriented staff development. The UMESD currently provides access to one of the largest Open Source LMS installations on the west coast through the UMESD Moodle server. UMESD continues to enthusiastically support the use of online education, where appropriate, in secondary education contexts throughout our service area.

Server Support

Personnel Data: 4 FTE

Information Technology supports over 50 file, printer, and application servers for component school districts. These servers run applications which include:

- Email
- Web
- Remote management
- Content filtering
- Document management
- Special education

Web Design and Development

Personnel Data: 4 FTE

The Web Team is responsible for the design and implementation of websites and web-based programming activities for UMESD and its component school districts. Much of the work of the Web team is focused on writing computer programs that will give school district staff, teachers, and administrators the tools for tracking information regarding their students.

Telephone Systems Support

Personnel Data: 1.5 FTE

The telephone systems team supports the districts of Milton-Freewater, Athena-Weston, Helix, Pendleton, Pilot Rock, Ukiah, Echo, Umatilla, and Ione with NEC 2000 based PBX telephone systems and Active Voice Voicemail. Each of these districts has the ability to call toll free within a larger regional calling area because of the inter-linked nature of these systems. The current toll-free calling area entails Umatilla and Morrow Counties, most of Malheur County, and the cities of LaGrande, Portland, and Salem.

Video Conferencing Support

Personnel Data: .5 FTE

IT provides support to video conferencing systems at the UMESD and component school districts. This support includes conferencing scheduling and the troubleshooting of video problems between districts and the State of Oregon Department of Administrative Services (DAS), video conferencing support also includes payment of all bridging fees levied by DAS for multi-point conferencing scheduling and participation.

Data Processing Support

Personnel Data: 1 FTE

IT provides support to Hermiston and Stanfield School Districts for PowerSchool support. In addition, a large portion of IT General Fund budget – approximately \$345,000 – pays for user fees and subscription to other entities that provide fiscal and student record systems for use by the component school districts.

E-rate Support

Personnel Data: .5 FTE

IT provides E-Rate support to component school districts and the UMESD. E-rate is a federal program which provides discounts for telecommunications services, Internet access, and networking equipment. UMESD provides assistance in filling out the numerous forms, meeting deadlines, and ensuring compliance with the program's many rules.

Entrepreneurial Services

Personnel Data: 16 FTE

Information Technology provides many of the services listed above to other organizations throughout Oregon and Washington including:

School Districts outside of the Umatilla-Morrow region

Baker S.D.	Lake County S.D.	Imbler S.D.
LaGrande S.D.	Burnt River S.D.	Jefferson S.D.
Ontario S.D.	Canby S.D.	Hockinson S.D.
Vale S.D.	Central Point S.D.	Mollala River S.D.
Arock S.D.	Chehalis S.D.	Neah Kah Nie S.D.
Jordan Valley S.D.	Clatskanie S.D.	Parkrose S.D.
Nyssa S.D.	Corbett S.D.	Perrydale S.D.
Adrian S.D.	Corvallis S.D.	Phoenix/Talent S.D.
Juntura S.D.	Cove S.D.	Pine Eagle S.D.
Huntington S.D.	Crook County S.D.	Rainier S.D.
Annex S.D.	Elgin S.D.	Scappose S.D.
Harper S.D.	Forest Grove S.D.	Sherwood S.D.
College Place S.D.	Harris Jr. Academy	Sisters S.D.
Kiona-Benton S.D.	Harrisburg S.D.	St. Helens S.D.

Other Education Service Districts

Malheur ESD
Union-Baker ESD
High Desert ESD

City and Counties, Libraries, and Higher Education

City of Pendleton	Malheur County	Stanfield Library
City of Hermiston	Garfield County	La Grande Public Library
City of Vale	Baker Public Library	Blue Mountain C.C.
City of Umatilla	Milton-Freewater Public Library	Treasure Valley C.C.
City of Milton-Freewater	Hermiston Public Library	University of Oregon
Morrow County	Oregon Trail Library	

Other Organizations

Law Society of Upper Canada	Benton County PUD	Douglas Electric Cooperative
Starlight Imaging	Schools Plus Credit Union	CTUIR

School Improvement Services

The Umatilla-Morrow ESD has an extensive Instructional Services Department that provides services that include, but are not limited to, the following areas of school improvement:

- Assists 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 address school-wide behavior and climate issues
- Professional-technical education and professional development for employees

The Instructional Services Department at UMESD has been organized into six teams which carry out the school improvement related opportunities outlined above. The six teams include:

- Educational improvement & assessment
- Secondary education
- Instructional resources
- Educational toolkit
- Migrant education & English language learners (ELL)
- Alternative education

Educational Improvement & Assessment

Personnel Data: 7.25 FTE

The team's focus includes assisting component school districts with assessment services, providing staff development designed to assist schools in closing the achievement gap among varying student sub-groups, analyzing data and implementing instruction-related changes based on the data, and offering technical assistance for districts around the mandates and guidelines of No Child Left Behind (NCLB), specifically: Adequate Yearly Progress (AYP). The team also has responsibility for the state assessment and testing

contract which serves fourteen counties. Umatilla-Morrow ESD has been contracted by Oregon Department of Education to serve as a regional service agency in the area of assessment administration. UMESD is one of three ESDs in the state identified as a lead contractor. Our primary responsibilities include:

- Train and support of district test coordinators in 11 counties
- Management of the Technology Enhanced Statewide Assessment (TESA) throughout Eastern Oregon
- Support of day-to-day assessment questions and technical assistance
- Management of the scoring of a over 55,000 papers in 14 counties

We have designed a region-wide governance structure which effectively accomplishes the above responsibilities. A major component of this structure involves alliances with ESDs throughout Oregon. By offering sub-contracts to partner ESDs in our region, we have given local agencies the means to provide local assessment support. As a direct result, strong, collaboratively-based professional relationships have been forged between UMESD and our partner educational service districts.

The following is a list of UMESD partners to which we have offered assessment sub-contracts. In addition, the services being provided are noted:

- Malheur ESD: Training, Help Desk, and Score Site
- North Central ESD: Training and Help Desk
- Wallowa ESD: Training and Help Desk
- Union-Baker ESD: Training, Help Desk, and Score Site
- Harney ESD: Training and Help Desk

In addition to these subcontracts, UMESD will employ High Desert ESD to score over 10,000 papers at their scoring site. This partnership creates professional development opportunities for teachers in Lake, Jefferson, Deschutes, and Crook Counties.

Secondary Education

Personnel Data: 5.25 FTE

The Secondary Education Team offers professional-technical programs and teacher approval for component school districts, in addition to providing professional development to professional-technical teachers specific to their career-related pathways. Additionally, we provide Youth Transition Program (YTP) support in addition to several region-wide student events offered to assist districts in meeting the new graduation requirements around career-related learning standards.

Instructional Resources

Personnel Data: 5.25 FTE

Instructional Resources offers a wealth of expertise in the area of technology in the classroom aligned with the Oregon Content Standards. This team works closely with district and building administrators in planning and implementing professional development opportunities for teachers, in addition to working directly with students as our two mobile laptop labs are deployed to our districts over the course of the school year. The team also provides instructional assistance in the preparation and delivery of our component districts' technology plans.

Educational Toolkit

Personnel Data: 1 FTE

Recruitment and retention of highly qualified teachers in rural and remote areas of the state is challenging. Our Educational Toolkit team offers mentoring support and professional development to our region's novice teachers through a variety of cohorts designed to address the specific needs of these entry-level teachers. In addition, a Mentoring Program matches veteran teachers with new teachers of the same district with the goal of decreasing the attrition rate of those teaching at the 4th, 5th, and 6th grade levels. The Education Toolkit team is also involved in the Teacher Resiliency Project which is being developed in cooperation with the Hermiston School District.

Migrant Education & Early Language Learners

Personnel Data: 28.74 FTE

The Migrant Education and Early Language Learners (ELL) Programs provide supplemental services to migrant students and English language learners. Academic support in reading, writing, math, English language development, and native language literacy is provided. These services are delivered through in-school and after school classes, Migrant and ELL summer school, and the Migrant Preschool. Identification and recruitment of eligible students activates parent support and home-school liaison services which are available to migrant families. The Migrant Education and ELL Programs collaborate with district ELL Programs and manage all migrant education grants, reports, and record-keeping. The programs also provide various opportunities for professional development for component school district employees.

Intermountain Alternative Education Consortium

Personnel Data: 12.3 FTE

The Intermountain Alternative Education Consortium (IAEC) provides educational services to at-risk students in partnership with member schools. The consortium allows member schools to meet the statutory requirement by providing an alternative setting for students that cannot function, for a variety of reasons, in a traditional school setting. IAEC schools emphasize student achievement through individualized educational processes and differentiated curriculum. IAEC schools help students achieve success in meeting federal AYP standards. The consortium operates sites in Pendleton, Hermiston, John Day, Milton-Freewater, and Hilgard.

Administrative and Support Services

Superintendent's Office

Personnel Data: 7 FTE

The Superintendent's office includes general functions related to the management of the Umatilla-Morrow ESD including interaction with the public and the Board of Directors. The office also oversees policy development, boundary board issues, preparation and management of the Local Service Plan, and other general duties related to assuring that the UMESD is serving its component districts, interfacing with the Oregon Department of Education, and adhering to state and federal laws and mandates. The office also coordinates board trainings, hosts regional events, and other services to component school districts and boards.

In addition, the Superintendent's office also includes staff which oversee the Safe and Healthy Schools grant and the Eastern Oregon Reading Foundation. Other functions of this office include reception, mail services, management service contracts with component school districts, as well as, management of the Oregon Small Schools Association, the Oregon Association of Education Service Districts, and the Eastern Oregon Leadership Institute.

Human Resources

Personnel Data: 3 FTE

The Human Resources Department provides a variety of services to the Umatilla-Morrow ESD, as well as, to component school districts upon their request. These services include maintenance of personnel and teacher licensing records and employee recruitment. The department also ensures compliance with state and federal employment regulations. The department also sponsors the Umatilla-Morrow Human Resource Council and ongoing comprehensive Employment Risk Management training. These trainings reduce component school district's legal exposure resulting from workplace misconduct.

Business Office

Personnel Data: 5 FTE

The Umatilla-Morrow ESD provides leadership, technical support and training for component school district's financial officers. Four small component school districts, as well as, two educational associations contract with UMESD for fiscal services. Temporary fiscal support is also provided on an as needed basis. The Business office oversees financial reporting for Medicaid Administrative Claiming, the IDEA Consortium, and general contracts that benefit component school districts: Regional Programs, Early Intervention, and Alternative Education.

Intermountain Graphics

Personnel Data: 4 FTE

Intermountain Graphics provides offset printing, full color copying and printing, and related services for classroom use in schools throughout Umatilla and Morrow Counties. In addition, assistance is provided in graphic production, pre-press design and layout, as well as typesetting and art work for specialized forms, brochures, newsletters, handbooks, letterheads, signs, small posters, and other printing needs.

Intermountain Purchasing Cooperative

Personnel Data: 6 FTE

The Umatilla-Morrow ESD provides cooperative purchasing services for its twelve component districts, as well as, for school districts outside of our region, other governmental entities, and non-profit organizations. The Purchasing Cooperative is affiliated with the Association of Educational Purchasing Agencies (AEPA), a national purchasing cooperative. This cooperative provides significant savings on purchases such as modular buildings, athletic tracks and roofing. In addition, the Purchasing Cooperative coordinates courier services, surplus sales, and transportation of textbooks.

Home School

The Umatilla-Morrow ESD acts as a registrar for home school students in Umatilla and Morrow Counties. UMESD maintains student files, provides notification of enrollment, possible testing sites, and Department of Motor Vehicles documents as needed for the benefit of the parents of home schooled children. In addition, the UMESD informs local component school districts on a quarterly basis of registered home school students within their school district boundaries.