

Willamette
EDUCATION SERVICE DISTRICT



2014-15
Local Service Plan



Serving 21 Partner School Districts in our Region

Our Goals

All children ready to learn—All students to standards—All districts successful

Our mission

Providing leadership and services for teaching and learning communities

We Value

- **Leadership** that is collaborative, dynamic, and visionary.
- **Professionalism** that reflects a highly qualified and child/student-centered staff.
- **Innovative Services** that create new opportunities and build new partnerships.
- **Equity and Diversity** that expand options for each student's success and honor the contributions of one and all.
- **Accountability** for high levels of service and outcomes, demonstrating our responsibility to those we serve, to the education and related professions, and to the public at large.
- **Improvement** that is continuous.
- **Communication** that is effective.

LOCAL SERVICE PLAN OVERVIEW

Partner School District Superintendents and Board Members:

Willamette Education Service District is proud of our role in the education community. We take very seriously our responsibility to provide an array of services to our partners that is responsive to their needs, high in quality and affordably priced. The Local Service Plan that is collaboratively developed is reflective of that responsibility. It is a menu of services that we have mutually agreed is crucial to the success of the children and students we share.

This document is intended to provide you with information about WESD's Local Service Plan services, as well as general information about our agency. We hope it is helpful as you consider the resolution to approve the LSP, and helpful to you as you begin the planning process to determine which services will be most useful to your school district for the 2014-15 school year.

A key point of emphasis for WESD is to be actively engaged with you to identify needed services, and to ensure that the services we provide meet your expectations. Toward that end we have established an annual, custom-tailored survey of each school district to ask for your ratings and comments on our services. We are extremely proud of the results of our last survey for the 2012-13 school year, where you and your staff submitted over 450 ratings, **of which over 96% were positive!** We will not be satisfied, however, and will work hard with you to do even better this school year.

As you review this document and begin your planning, please be assured that we stand ready to answer your questions, address your needs and be an active, engaged partner with your school district.

Respectfully Submitted,

Dave Novotney
Superintendent
Willamette ESD

ADMINISTRATION

Dave Novotney - Superintendent

Tishri Tucker - Executive Assistant

Mike Dunckel - Director, Business Services

Jim Rose/Rick Wahlstrom - Directors, Information Technology

Stacey Sibley - Director, Special Education

Keith Ussery - Director, School Improvement & Instructional Services

Antonio Ramos - Director, Oregon Migrant Education Services Center

Dale Koger - Director, Human Resources

Brian Florip - Communications



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**Higher
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Rick Hensel, Superintendent
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PARTNER SCHOOL DISTRICTS

MARION COUNTY:

Cascade SD

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Gervais SD

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Jefferson SD

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Mt. Angel SD

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North Santiam SD

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Salem-Keizer SD

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Woodburn SD

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POLK COUNTY:

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Sheridan SD

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Willamina SD

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Yamhill-Carlton SD

Superintendent: Charan Cline
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LOCAL SERVICE PLAN

Purpose of the Local Service Plan

ORS 334.005 provides 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. ORS 334.177 requires the ESD board to expend at least 90 percent of all amounts received from the State School Fund and at least 90 percent of all amounts considered to be local revenues of an education service district, as defined in ORS 327.019 on services or programs that have been approved by the component school districts of the education service district through the resolution process described in ORS 334.175.

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. In accordance with ORS 334.175 (2) (3) the local service plan includes the following components:

- (a) **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.
- (b) **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.
- (c) **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 address school wide behavior and climate issues, and professional technical education and professional development for employees who provide those services.
- (d) **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 pursuant to ORS 339.035.
- (e) **Other Services**, Included in this category are other services required by state or federal law designed to meet regional needs.

The Board of Directors of the Willamette ESD believes 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 WESD will lead to enhanced understanding, more effective communication, and greater equity of service for all students.

LOCAL SERVICE PLAN

Local Service Plan Resource Allocation

State School Fund and local tax revenue that supports the Local Service Plan resolution for each school district is allocated through the use of an agreed upon formula. Through agreement at the WESD Executive Council, we have established a three year glide-path to convert these allocations from ADMr to ADMw as the standard. The chart below shows the current allocations of State School Fund and local tax revenue to all 21 partner school districts. In March of 2014 ODE will update the ADM numbers. WESD will then recalculate the percentage of the resource allocated to each school district and estimate State School Fund and local tax revenue for 2014-15.

LSP Allocations

Component School Districts	<u>ADMrg1</u>	<u>Percent</u>	<u>90% of SSF and Tax Revenue</u>
Amity	929.10	3.6656%	\$290,350.54
Cascade	2,270.19	8.9566%	\$709,450.20
Central	3,038.95	11.9896%	\$949,695.06
Dallas	3,146.01	12.4120%	\$983,152.27
Dayton	993.01	3.9177%	\$310,321.59
Falls City	175.87	0.6938%	\$54,959.24
Gervais	1,149.83	4.5364%	\$359,330.38
Jefferson	941.24	3.7135%	\$294,143.75
Mt. Angel	764.05	3.0144%	\$238,772.77
N. Marion	2,016.25	7.9547%	\$630,094.07
N. Santiam	2,417.96	9.5396%	\$755,628.80
Perrydale	355.10	1.4010%	\$110,970.28
Sheridan	1,101.86	4.3472%	\$344,340.84
Silver Falls	3,773.64	14.8882%	\$1,179,291.56
St. Paul	311.36	1.2284%	\$97,301.52
Willamina	822.27	3.2441%	\$256,964.31
Yamhill Carlton	1,139.94	4.4974%	\$356,240.04
Total			<u>\$7,921,007.21</u>
Partner School Districts	<u>ADMw</u>	<u>Percent</u>	<u>90% of SSF and Tax Revenue</u>
McMinnville	7,542.07	7.6607%	\$2,050,577.64
Newberg	5,773.70	5.8645%	\$1,569,783.91
Salem/Keizer	48,597.64	49.3619%	\$13,212,981.86
Woodburn	7,404.77	7.5212%	\$2,013,247.80
Total			<u>\$18,846,591.22</u>
Grand Total			<u>\$18,846,591.22</u>

WESD PROVIDED SERVICES

INFORMATIONAL CONTACT: KEITH USSERY 503.385.4725

Attendance Supervisor

For school districts under 1000 students WESD can provide attendance supervisor services. This service is provided to districts at no cost and is supported by the WESD General Fund.

Home School Registration

WESD provides a centralized registration process for students residing within the 21 school districts throughout Marion, Polk, and Yamhill counties. Registration is required for all students age 7 though 18 who are not enrolled in either public or private school.

Flight Team

The Marion and Polk Regional Flight Team is a school-based crisis response team. The goal of the Flight Team is to assist schools in regaining stability in the wake of a crisis by supporting students and staff members experiencing loss, grief or trauma. The Flight team also supports the school administrator's efforts to manage the many details associated with the response to a crisis.



ADMINISTRATIVE & SUPPORT SERVICES

INFORMATIONAL CONTACT: MIKE DUNCKEL 503.385.4611

Business Functions

Accounts Payable

The Accounts Payable Service will provide A/P processing services for the school district which includes:

- Maintaining vendor profiles
- Process purchase orders and vouchers after the proper approval
- Print A/P checks and place in mail or submit ACH file
- 1099 Processing

Payroll Processing

The Payroll Processing Service will provide payroll processing services for the school district which can be tailored for the district's needs. Options include:

- Set up and update payroll master files
- Input timesheets & process timely payroll runs
- Process ACH for direct deposits
- Process Accounts Payable checks associated with payroll;
- Process journal entries associated with the payroll runs ONLY if the district is on Pentamation;
- W-2 Processing

Courier

The WESD Courier Service provides pick-up and delivery services for inter-school or inter-district mail in our three-county region. WESD couriers visit each WESD building and each school district that purchases the service at least once a week.

Criminal History Background Checks

Criminal background investigative services are available, using the following databases: IRB – Lexis/Nexus, OJIN, the Department of Justice Sex Offender Registry, and multiple state, county and municipal data bases. The report provides details of arrest/conviction, the year and the disposition. It also includes a statement of consistency with the pre-employment questionnaire submitted by the applicant.

Human Resources

Human Resources services are available to assist districts in recruitment for job openings at all levels, screening of application materials, and basic skills assessment.

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

INFORMATIONAL CONTACT: STACEY SIBLEY 503.540.4487

Audiology Services

Audiology provides testing for children of all ages, audiology services for eligible deaf or hard of hearing children, assistance with amplification systems, as well as hearing aid fitting/maintenance and cochlear implant support.

Autism Spectrum Disorder Services

Eligibility evaluations for students suspected of having an Autism Spectrum Disorder (ASD) are conducted by a team using the most current evidence-based assessment tools. WESD provides services by ASD specialists including direct instruction, staff development, curriculum development/modifications, and consultation/coaching. ASD Specialists may provide specially designed instruction for the students or ongoing coaching for the direct service staff. ASD Specialists may provide specific district or classroom based workshops. When trainings are completed, on-site coaching follow-up is recommended for individual student adaptations and implementation.

Behavior/Psychology Services

This program provides consultation, evaluation, and direct services to students with emotional and/or behavioral problems that adversely affect their educational performance. Staff development and in-service opportunities are provided as needed.

School Psychologists provide a variety of services to districts to support the needs of students with intellectual deficits. These services can include intellectual evaluations, assessment of adaptive behaviors, file review, consultation to teachers, student service teams, case management, and support with transition planning and eligibility.

EI/ECSE Evaluations

Determining eligibility for Early Intervention/Early Childhood Special Education is a two step process consisting of a screening, and if necessary, an evaluation. Evaluations to determine eligibility for EI/ECSE are provided by a team of specialists employed by WESD. These evaluations include testing in all developmental domains, an observation and medical and educational history review.

Life Skills Classrooms (Regionally Accessible)

Regionally accessible Life Skills Classrooms are available to students in the WESD area. These classrooms provide a structured, therapeutic environment and are operated by local component school districts. Program components and cost are determined by the operating school district.

Nursing Services

This program provides two basic services to districts: School Nursing Services and Nurse Consultant Services. Individual nurses provide assessment, coordination with physicians and training of staff. Districts can choose to have their assigned nurse attend to records management, development of Health Maintenance protocols, provide vision screenings as well as other health related tasks.

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

INFORMATIONAL CONTACT: STACEY SIBLEY 503.540.4487

Occupational & Physical Therapy Services

Occupational Therapy Services provide assessment, technical assistance, evaluations, and direct or consultative services to support students with mild to moderate needs in the areas of fine motor skills, feeding skills or sensory processing. Occupational Therapy staff can also provide staff development and training in these areas.

Physical Therapy services are provided to students with mild to moderate problems in gross motor skills and physical access to the educational environment. These services also support and enhance student safety. Interventions include student evaluation and report, technical assistance to school staff, coordination with medical providers, staff training and direct or consultative therapy services. Therapists can also assist schools and families in accessing positioning and mobility equipment.

OASIS Classrooms

Oasis Academy is a small therapeutic day school environment designed to provide pro-social skill building to students in an academic setting. Collaborative Problem Solving is a key program component, and parents will be involved in learning skills and supporting their student. Monthly parent learning communities will include childcare and dinner. The goal at Oasis Academy is to transition students back to the least restrictive academic environment in their home community.

Professional Development/Trainings

WESD provides a variety of professional development and training opportunities. These events are often provided at no charge to partner school districts, but when costs dictate, tuition will be established to ensure cost-recovery only.

Speech/Language/Augmentative Communication

This program provides consultation, evaluation and direct services to students with communication disorders including articulation and problems with fluency, language, voice and hearing. The service providers can include Speech/Language Specialists and Certified Speech/Language Assistants. Augmentative Communication Services are consultative in nature. Districts that choose this option are interested in building capacity to deliver services to students who require alternative ways to communicate.

Structured Learning Program (Regionally Accessible)

Regionally accessible Structured Learning Program Classrooms are available to students in the WESD area. These classrooms provide a structured, therapeutic environment and are operated by local component school districts. The classroom staff have specialized training in implementation of evidence-based practices and structured teaching required for learning. Program components and cost are determined by the operating school district.

PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

INFORMATIONAL CONTACT: STACEY SIBLEY 503.540.4487

Therapeutic Intervention Coaches

Therapeutic Intervention Coaches are available to assist districts in addressing student behavior that impacts individual students, as well as their classrooms and schools. These specially trained staff are expert in assisting students in managing their behavior and improving their chances for academic success. The interactions are designed to be non-confrontational and use Collaborative Problem Solving and other techniques to help the student understand and moderate their behavior. These staff are available to support classrooms, schools and/or specific caseloads of students.

Transition Specialist Services

The Transition Specialist is trained to assess students in the area of vocational interest. The Transition Specialist also assists with job development and skill building on the job with targeted students. Additional services can be defined in planning with the contracting school district.



SCHOOL IMPROVEMENT

INFORMATIONAL CONTACT: KEITH USSERY 503.385.4725

English Language Learner & Migrant Services

School Improvement & Instructional Services offers support to districts in serving these populations through professional development and consultative services.

Family Support Advocate Services

This service provides case management support, and/or wraparound service coordination to families of students who are at clear risk of violence or self-harm that place them at risk for school and life issues.

Individualized School Improvement Services

WESD provides an array of options to assist school districts with school improvement efforts. These collaborative services build schools' capacity to make continuous, evidence based improvements and empower students to reach high learning standards. Cascade School Improvement and Willamette Curriculum Coalition are cornerstones to these services.

Library Media Services

WESD provides a certified Library Media Specialist to small school districts to support accreditation of these schools.

Mid-Willamette Education Consortium

The Mid-Willamette Education Consortium (MWEC) serves school districts and community colleges in Marion, Polk, Yamhill and Lincoln counties. MWEC oversees distribution and management of Carl Perkins grant funds, manages the College Credit Now program for Chemeketa Community College, coordinates teacher licensure for CTE teachers in the region and manages a variety of small grants and services for the region.

School Safety/Threat Assessment

In partnership with public mental health, law enforcement, and juvenile justice agencies, the Safe Schools and Healthy Students Program provides Student Threat Assessment services to all participating rural school districts in Marion and Polk Counties and all participating districts in Yamhill County. These services include training, consultation, coordination of "level two" threat assessments, preparation of written summaries and ongoing support for difficult cases.

TECHNOLOGY

INFORMATIONAL CONTACT: KARI LAIZURE 503.385.4867

AESOP Sub Finder

The AESOP Sub Finder system is a phone and web-based system. Teachers and classified staff place their absences on a calendar through the website or by phone. The system notifies a large pool of highly qualified substitute teachers and classified workers of the absences and screens them based on their certifications. Administrators and building clerical support pull their absent and substitute reports over the Internet at anytime.

Data Warehouse Services

Data warehouse services begins with basic data storage, validation reports and support to maintain data integrity of data pushed to ODE. Additional services including: teacher and administrative dashboards, work & assessment modules, and enhanced levels of support and customized development can be purchased.

Desktop Support

This service provides two tiers of support for general technology systems and application users. Users may resolve for call center support, or for district on-site support through itinerant technologists. Technology systems support includes routine maintenance, troubleshooting, general application use, and installation of new hardware and software.

eLearning Software

WESD offers eLearning software options to districts that provide an online curriculum with interactive media-on-demand service for the K-12 education market. Through streaming video, audio and accompanying support materials these eLearning options support web-based learning. Software available to districts include Learn360 and ODYSSEYWARE.

eRate Consulting

WESD provides complete end-to-end support of the e-Rate application process. E-Rate rebates are received directly by the applying school district.

Instructional Technology Services

This service provides education and training in technology for teachers. Training is tailored to fit district and individual needs, using both on-site and online curriculum. This service will focus on student and curriculum development through the use of educational technology.

TECHNOLOGY

INFORMATIONAL CONTACT: KARI LAIZURE 503.385.4867

Network Services

WESD offers network engineering services to school districts in either blocks of time or as ongoing support to district technology efforts.

SunGard Business and Student Software

WESD is offering three software suites through its agreement with SunGard. They are **eSchool** for student data, **eFinancePLUS** for financial information and **IEPPLUS** for special education records. School districts can manage attendance, grades, state test scores, discipline records and communication with parents through **eSchool**. Complete financial and budget capacity is available in **eFinance**. **IEPPLUS** allows for the creation and management of IEPs, including historical record keeping and automated Medicaid billings.

Cascade Technology Alliance Catalog

Cascade Technology Alliance (CTA) is comprised of skilled technology staff from four Education Service Districts (ESDs) in Oregon. The Columbia Gorge ESD, Multnomah ESD, Northwest Regional ESD, and Willamette ESD have combined services, enabling us to serve over fifty percent of the student population in Oregon. We are committed to providing cutting-edge technology solutions to twenty-first-century educational needs, with a focus on quality and customer service. The CTA service catalog can be viewed at the following link. cascadetech.org



MAJOR STATE GRANTS/CONTRACTS

Regional Program

WESD provides specialized direct, instruction, related services, consultation, supervision, and equipment loans to children and students with low incidence disabilities who have hearing or vision impairment, orthopedic impairment, or autism, age birth to 21. The program also provides professional development and consultation for those districts providing direct services using their own staff.

Early Intervention/Early Childhood Special Education (EI/ECSE)

The Early Intervention/Early Childhood Special Education (EI/ECSE) program provides services for families with children age birth to five who qualify for special education services based on a developmental delay or sensory impairment that meets the state eligibility guidelines related to speech and language, motor, socialization, behavior, learning, vision and/or hearing and reside in Marion, Polk or Yamhill counties. These programs provide family-focused, home-based, or toddler group services for children birth to three years of age.

Long Term Care and Treatment

Metsker Heights Alternative Education Program serves students in grades 9 through 12 who are placed in long-term treatment foster care, Poyama Day Treatment in grades K through 8, and Chehalem Youth and Family Services in grades 6 through 12. The Metsker Heights program works closely with Rainbow Family Services which provides the treatment foster care program. Curriculum options are varied depending on each individual student's needs.

Youth Corrections Education Program

WESD provides the education programs at the MacLaren and Hillcrest youth correctional facilities. These accredited high school programs operate on a modified year-round schedule providing both core and elective courses and a curriculum tailored for the population. WESD also provides post-secondary, career and technical instruction for older students and high school graduates at these facilities.

Oregon Textbook and Media Center

The Oregon Textbook and Media Center (OTMC) is a state center providing Braille, large print textbooks, and related materials for students eligible for regional program services for students with vision impairment. OTMC staff work with regional vision staff to assure that students have access to books and materials used in the instructional setting.

Oregon Migrant Education Service Center

The primary objective of the Oregon Migrant Education Service Center is to serve school districts which enroll Oregon's 22,000+ migrant students. The program provides comprehensive and frequent technical assistance to programs in order to assist all migrant education staff of the eighteen (18) Title I-C regional programs in best serving the educational needs of migrant children.

CUSTOMER SERVICE PLEDGE

WESD Commitment to Customer Service

The Board of Directors, Administration and Staff of Willamette Education Service District clearly understand the importance of customer service as we perform our various roles in the delivery of service in our education community. We pledge that every interaction we have with children, students, families and school district partners is consistent in its professionalism, courtesy and positive approach.

