

LET CHANGE  
**LIGHT**  
YOUR WAY  
TO OPPORTUNITIES



2013-2014

InterMountain  
EDUCATION SERVICE DISTRICT

LOCAL SERVICE PLAN



2001 SW Nye Ave., Pendleton, OR 97801  
Phone: 541-276-6616 or 1-888-437-6892  
Fax: 541-276-4252 | [www.imesd.k12.or.us](http://www.imesd.k12.or.us)

## IMESD ADMINISTRATION

Dr. Mark Mulvihill, *Superintendent*  
Michael Lasher, *Deputy Superintendent*  
Mary Apple, *Assistant Superintendent*  
Beth O'Hanlon, *Chief Financial Officer*

Marla Royal, *Executive Assistant to the Board & Superintendent*

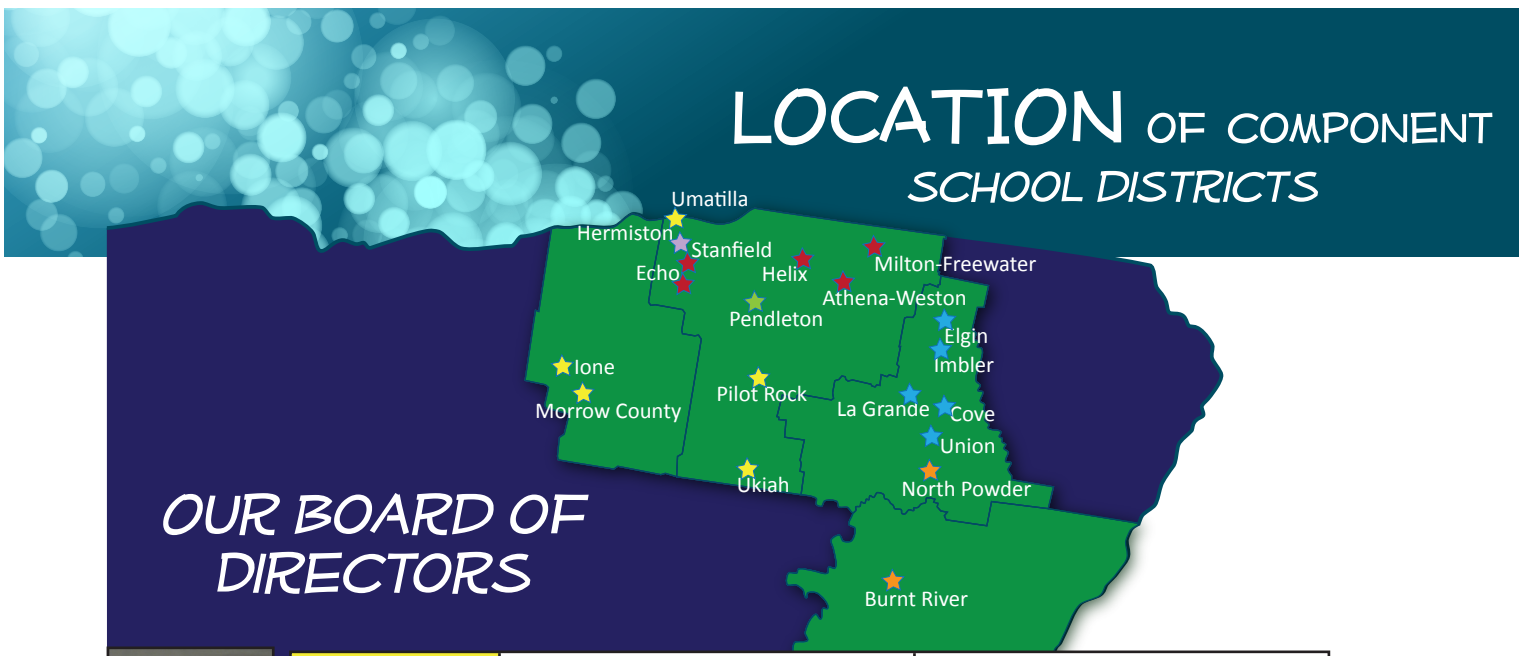


# 2013-2014 LOCAL SERVICE PLAN








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# LOCATION OF COMPONENT SCHOOL DISTRICTS



## OUR BOARD OF DIRECTORS

	<b>Zone 1</b>	<b>Kathy Neal</b> Term: July 1, 2011 – June 30, 2015	Morrow Co., Lone, Ukiah, Pilot Rock, Umatilla
	<b>Zone 2</b>	<b>Kelly Bissinger</b> Term: July 1, 2011 – June 30, 2013	Hermiston
	<b>Zone 3</b>	<b>Verneda Wagner</b> Term: July 1, 2011 – June 30, 2015	Helix, Milton-Freewater, Athena-Weston, Stanfield, Echo
	<b>Zone 4</b>	<b>Jack Matlock</b> Term: July 1, 2011 – June 30, 2013	Pendleton
	<b>Zone 5</b>	<b>Merle Comfort</b> Term: July 1, 2011 – June 30, 2013	La Grande, Imbler, Cove, Elgin
	<b>Zone 6</b>	<b>Dale Bingham</b> Term: July 1, 2011 – June 30, 2015	Burnt River, North Powder, Union
	<b>Zone 7</b>	<b>Joe McElligott</b> Term: July 1, 2011 – June 30, 2015	At Large

# COMPONENT

## SCHOOL DISTRICTS (CONTINUED...)

### Umatilla County

#### **Athena-Weston School District**

Jerry Copeland, Superintendent  
375 S. 5th Street  
Athena, OR 97813

#### **Echo School District**

Raymon Smith, Superintendent  
600 Gerone Street  
Echo, OR 97826

#### **Helix School District**

Darrick Cope, Superintendent  
120 Main Street/PO Box 398  
Helix, OR 97835

#### **Hermiston School District**

Dr. Fred Maiocco, Jr., Superintendent  
502 W. Standard Ave.  
Hermiston, OR 97838

#### **Milton-Freewater School District**

Jim Reger, Interim Superintendent  
1020 S. Mill Street  
Milton-Freewater, OR 97862

#### **Pendleton School District**

Jon Peterson, Superintendent  
1207 S.W. Frazer Ave.  
Pendleton, OR 97801

#### **Pilot Rock School District**

Gordon Munck, Superintendent  
101 N.E. Cherry Street/PO Box BB  
Pilot Rock, OR 97868

#### **Stanfield School District**

Kevin Headings, Superintendent  
1120 N. Main Street  
Stanfield, OR 97875

#### **Ukiah School District**

Dan Korber, Superintendent  
201 Hill Street/PO Box 218  
Ukiah, OR 97880

#### **Umatilla School District**

Al Meunier, Interim Superintendent  
1001 Sixth Street  
Umatilla, OR 97882

### Morrow County

#### **Ione School District**

Dr. Mark Mulvihill, Superintendent  
445 Spring Street/PO Box 167  
Ione, OR 97843

#### **Morrow County School District**

Dirk Dirksen, Superintendent  
270 W. Main/PO Box 368  
Lexington, OR 97839

### Union County

#### **Cove School District**

Bruce Neil, Superintendent  
803 Main St./PO Box 68  
Cove, OR 97824

#### **Elgin School District**

Wayne Herron, Superintendent  
1400 Birch/PO Box 68  
Elgin, OR 97827

#### **Imbler School District**

Doug Hislop, Superintendent  
6th & Esther/PO Box 164  
Imbler, OR 97841

#### **La Grande School District**

Larry Glaze, Superintendent  
1305 N. Willow  
La Grande, OR 97850

#### **North Powder School District**

Lance Dixon, Superintendent  
333 G St/PO Box 10  
North Powder, OR 97867

#### **Union School District**

Jon St. Germaine, Superintendent  
540 S. Main St/PO Box K  
Union, OR 97883

### Baker County

#### **Burnt River School District**

Lorrie Andrews, Superintendent  
201 S 1st/PO Box 8  
Unity, OR 97884

# IMESD

## MISSION, VISION & GOALS

### Our Mission

- Assist school districts in improving student performance.
- Enable school districts to operate more efficiently and economically.

In addition, the mission of the InterMountain ESD is to collaborate with our 19 component school districts and the Oregon Department of Education in a three-way partnership. This partnership is designed to achieve the educational goals and responsibilities of the state of Oregon, and the specific goals established by school districts in Baker, Morrow, Umatilla and Union counties.

### Our Vision

The InterMountain ESD will be a premier service provider for the local school districts by helping to strengthen and sustain rural communities, provide the support and expertise to help improve student achievement, and helping marshal sufficient resources to accomplish this task.

### Our Goals

The IMESD Board of Directors established the following goals for 2011-2013:

1. IMESD will provide leadership and facilitation in the implementation of a regional P-20 educational system.
2. Stages of Learning:
  - *Pre-K: Formation of Birth to Five Consortium to prepare all children for kindergarten.*
  - *K-12: Sustained, job-embedded professional development to increase high school graduation rates.*
  - *Post-Secondary: Eastern Promise Collaborative to increase the number of high school students earning college credits and completing A.A. or B.S. degrees.*
3. IMESD will participate in interagency achievement compacts to assist districts and agencies in their efforts to meet Oregon's 40/40/20 goal.
4. IMESD will expand shared service models to improve school district efficiencies and protect the individual classroom.



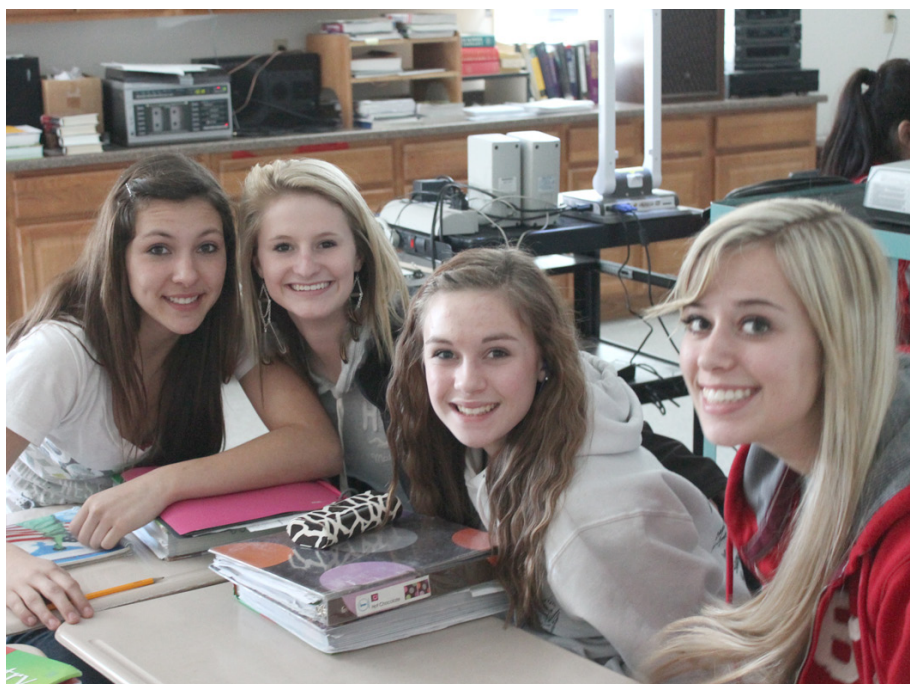
# PURPOSE

## OF THE LOCAL SERVICE PLAN

The IMESD Board of Directors believes the creation of a Local Service Plan will lead to enhanced understanding of regional programs, more effective communication, and greater equity of service for all students.

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:

- 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 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.



# PROGRAM OVERVIEW



I am pleased to present the 2013-2014 IMESD Local Service Plan. It reflects our commitment to provide high-quality services to our 19 component school districts in Umatilla, Morrow, Union and Baker counties.

IMESD prides itself as an innovator in rural education. As a member of the Oregon Education Investment Board, I am proud to share the collaborative models occurring in Eastern Oregon. Dynamic programs, such as the Eastern Promise and Wraparound Program, offer unique educational experiences for our students. As the state implements the ambitious 40/40/20 goal, IMESD will play a key role in transforming regional service delivery models.

IMESD annually updates its Local Service Plan within four core service areas: special education, technology, school improvement, and administrative services. Due to the current economic situation, it is imperative IMESD provides strategic, efficient programs to assist our schools in their efforts to maintain programs and increase student achievement. In a collaborative effort to meet this need, IMESD and district leaders prioritized areas of service and adjusted the Local Service Plan to provide more uniformity and focus for the four-county area. We believe the Local Service Plan has improved in its readability, and accurately depicts our region's priorities.

We look forward to a continued collaborative relationship with the outstanding school boards, administrators, teachers and students of Eastern Oregon.

Respectfully,

A handwritten signature in black ink, appearing to read 'Mark S. Mulvihill'. The signature is written in a cursive style.

Dr. Mark S. Mulvihill  
Superintendent, IMESD



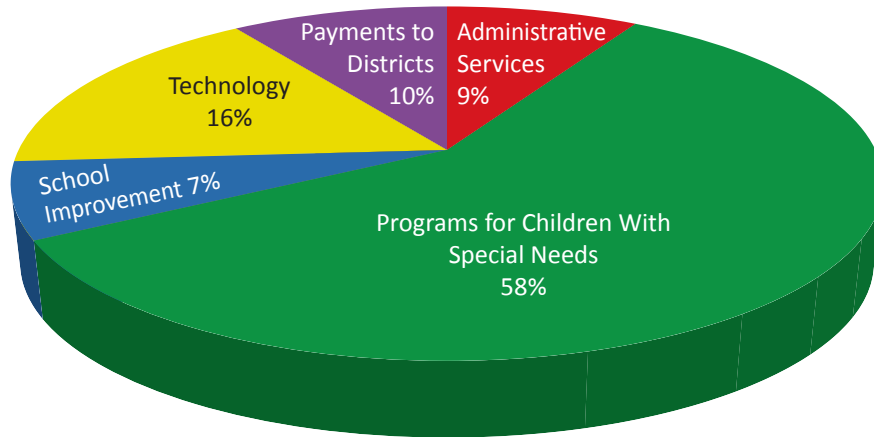
# 2013-2014 PLANNING CALENDAR

Meeting	Purpose	Date	Time	Location
Superintendents	Review	12/10/2012	11:00 AM	IMESD, 2001 SW Nye Ave. Pendleton, OR 97801
InterMountain ESD Board	Approval	1/16/2013	5:00 PM	IMESD, 2001 SW Nye Ave. Pendleton, OR 97801
Athena-Weston SD Board	Approval	2/11/2013	7:00 PM	Athena Elementary, 375 S. 5th St. Athena, OR 97813
Burnt River SD Board	Approval	2/13/2013	7:00 PM	School Conference RM 201 S. 1 Ave. Unity, OR 97884
Cove SD Board	Approval	2/19/2013	7:00 PM	HS Math Room, 803 Union Cove Hwy. Cove, OR 97824
Echo SD Board	Approval	2/19/2013	7:00 PM	Echo School Commons, 600 Gerone Echo, OR 97826
Elgin SD Board	Approval	2/5/2013	6:30 PM	Elgin District Office, 1400 Birch St. Elgin, OR 97827
Helix SD Board	Approval	2/13/2013	7:30 PM	Helix School Library, 120 Main Helix, OR 97835
Hermiston SD Board	Approval	2/11/2013	6:00 PM	DO Boardroom, 502 West Standard Ave. Hermiston, OR 97838
Imbler SD Board	Approval	2/19/2013	7:00 PM	High School Room #1, 6th & Esther Imbler, OR 97841
Ione SD Board	Approval	2/26/2013	4:30 PM	Ione School, 445 Spring St. Ione, OR 97843
La Grande SD Board	Approval	2/13/2013	7:00 PM	Willow School, 1305 N. Willow St. La Grande, OR 97850
Milton-Freewater SD Board	Approval	2/12/2013	7:00 PM	Mac-Hi Music Room, 120 S. Main St. Milton-Freewater, OR 97862
Morrow County SD Board	Approval	2/11/2013	7:00 PM	Riverside Jr-Sr High, 210 Boardman Ave. Boardman, OR 97818
North Powder SD Board	Approval	2/12/2013	7:00 PM	North Powder DO, Rm M15 333 G St., North Powder, OR 97867
Pendleton SD Board	Approval	2/11/2013	6:00 PM	District Office, 1207 SW Frazer Ave. Pendleton, OR 97801
Pilot Rock SD Board	Approval	2/20/2013	7:00 PM	Pilot Rock HS Library, 101 NE Cherry St. Pilot Rock, OR 97868
Stanfield SD Board	Approval	2/13/2013	7:00 PM	DO Conf. Ctr., 1120 N. Main Stanfield, OR 97875
Ukiah SD Board	Approval	2/13/2013	7:00 PM	Ukiah School, 201 Hill St. Ukiah, OR 97880
Umatilla SD Board	Approval	2/14/2013	7:00 PM	District Office, 1001 SW 6th St. Umatilla, OR 97882
Union SD Board	Approval	2/13/2013	7:00 PM	Athletic Complex, 540 S. Main St. Union, OR 97883

The Local Service Plan is measured annually by the component school districts. This measurement will be made by a phone survey to evaluate the InterMountain ESD's services to the component school districts in 2011-2012. For survey results, please see page 29.

# 2011-2012

## HISTORICAL EXPENDITURES



### State School Support Funds for Fiscal Year 2011-2012

#### General Fund Resources

Local Property Taxes	\$4,693,155
State School Support	\$3,064,062
<b>Total State School Support Funds</b>	<b>\$7,757,217</b>
<hr/>	
90% Dedicated to Resolution Services	\$6,981,472
Federal Education Jobs	\$2,514
<b>Total Resolution Services Funding</b>	<b>\$6,983,986</b>

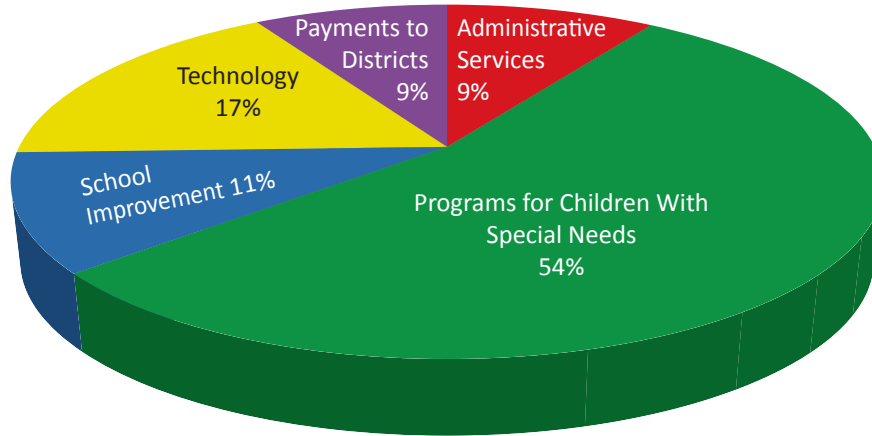
### Resolution Services Based on Actual Expenditures

#### Resolution Services

Administrative Services	\$605,637
Programs for Children with Special Needs	\$4,070,784
School Improvement Services	\$499,225
Technology	\$1,136,720
Payments to Districts	\$679,302
<b>Total Resolution Services</b>	<b>\$6,991,668</b>

# 2012-2013

## BUDGETED EXPENDITURES



### Budgeted State School Support Funds for Fiscal Year 2012-2013

#### General Fund Resources

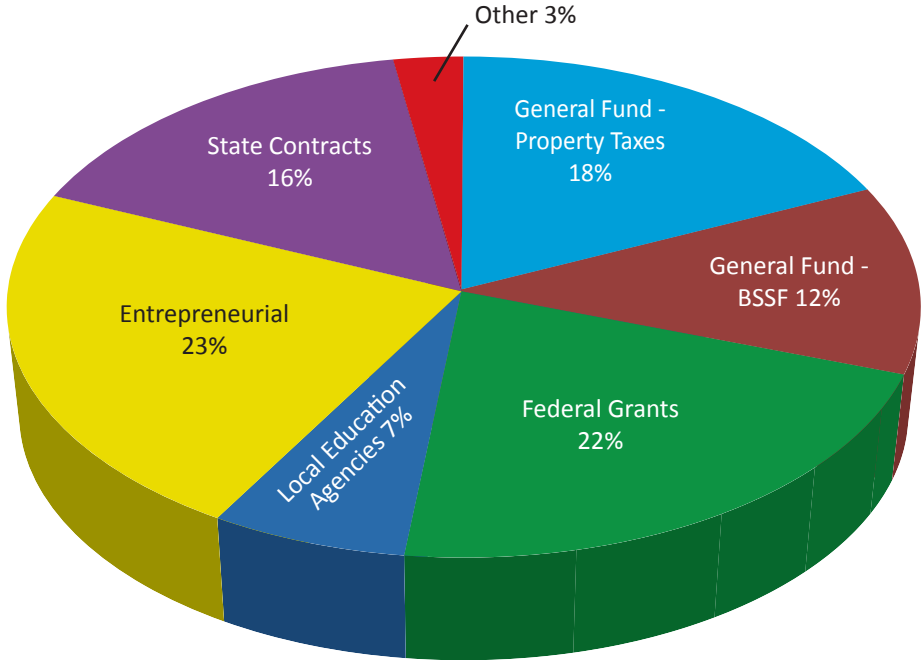
Local Property Taxes	\$4,795,905
State School Support	\$3,167,905
<b>Total State School Support Funds</b>	<b>\$7,963,810</b>
<hr/>	
90% Dedicated to Resolution Services	\$7,167,429

### Projected Resolution Services Based on Budgeted Expenditures

#### Resolution Services

Administrative Services	\$741,774
Programs for Children with Special Needs	\$4,349,987
School Improvement Services	\$847,262
Technology	\$1,326,215
Payments to Districts	\$696,576
<b>Total Resolution Services</b>	<b>\$7,961,814</b>

# 2012 IMESD REVENUE DETAIL



## ESD Revenue Detailed

General Fund -Property Taxes	\$4,901,694
General Fund - BSSF	\$3,234,802
Federal Grants	\$5,798,448
Local Education Agencies	\$1,770,668
Entrepreneurial	\$6,117,084
State Contracts	\$4,339,033
Other	\$683,114
<b>Total</b>	<b>\$26,844,843</b>



### Individual Program Recaps

	Cooperative	Print Shop	Communications	Technology
Revenue	\$2,920,050	\$300,668	\$175,181	\$3,121,179
Beginning Fund Balance	129,600	(4,823)	3,143	346,061
Expenses	(2,935,468)	(292,712)	(155,237)	(3,202,663)
Net Income	\$114,182	\$3,133	\$23,087	\$264,577



# PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

**Mary Apple**  
Assistant  
Superintendent

*The Special Education Department provides a variety of services to local school districts within the four counties of Baker, Morrow, Umatilla, and Union. The special education staff offers support and consultation to component district personnel in planning and coordinating their special education services.*

## General Fund Services

### Audiology Services

**Funding Source: General Fund**  
**Personnel Data: 1.4 FTE**

The Audiology program at the IMESD offers a full range of hearing services, including a hearing conservation program, comprehensive diagnostic assessment for students, habilitation, consultative services and counseling for deaf and hard of hearing students and their parents and teachers. The audiologist also provides extensive audiological services to those identified as hearing impaired, as well as supervises a mass hearing screening program that is conducted in grades K-1 and 3 in the component school districts each fall, and a monitoring program that continues hearing screenings throughout the rest of the school year.

### Nurse Consultation Services

**Funding Source: General Fund**  
**Personnel Data: 0.5 FTE**

A nurse provides assessment and coordination with physicians in development of Health Maintenance Protocols to support students on a 504 plan. The nurse trains school district staff to address special medical needs that can be provided under the state Nursing Practices Act.



### School Psychology and Behavioral Services Program

**Funding Source: General Fund**  
**Personnel Data: 17.0 FTE**

The School Psychology and Behavioral Services Program has staff assigned to serve each school with scheduled times in the component districts. The program provides initial and re-evaluations with written reports, behavior interventions/consultations and risk/threat assessments. Staff are members of school teams who make decisions about special education eligibility. Staff provide these services to children from birth to 21.

### Speech/Language Program

**Funding Source: General Fund**  
**Personnel Data: 28.5 FTE**

The Speech/Language Program provides instruction to children who have speech and language disorders. Services include identification, diagnostic evaluation, and intervention. Direct service staff includes state- and nationally-certified speech-language pathologists, state-certified speech-language pathology assistants, and sign language interpreters. Services are provided through direct interaction and consultation with teachers and parents. The Speech/Language program serves young children in Grant County through the Early Intervention/Early Childhood Special Education Program, as well as the students in schools and Early Intervention/Early Childhood programs in Umatilla, Morrow, Grant, Baker, and Union counties. Seventeen speech-language pathologists hold a Clinical Competence Certificate from the American Speech Language Hearing Association, allowing supervision of Clinical Fellowship Year for a speech-language pathologist graduate, supervision of clinical hours for speech-language pathology assistants, and supervision of speech-language pathology assistants.

# PROGRAMS FOR CHILDREN

## WITH SPECIAL NEEDS (CONTINUED...)

### Services with Other Funding Sources

#### Assistive Technology

**Funding Source:** IDEA, Contracts with School Districts  
**Personnel Data:** 1.0 FTE

The assistive technology specialist works with students, parents, teachers, and districts to help ensure that appropriate consideration of student assistive technology needs are provided at IEP meetings, necessary evaluations are conducted, and assistive devices and/or services are provided. IMESD houses a resource library that has up-to-date equipment for the school staff to check out prior to purchasing the equipment.

#### EI/ECSE Child Find Services

**Funding Source:** IDEA, Contracts with School Districts  
**Personnel Data:** 4.2 FTE

IMESD employs staff to conduct Child Find activities for children ages birth to 5 who have suspected delays for the purpose of determining their eligibility for Early Intervention or Early Childhood Special Education services. There is a fixed point of referral – with a dedicated 800 number, referral and evaluation services, when needed, are conducted in the family’s native language.

#### Long-Term Care & Treatment Services

**Funding Source:** State Contract  
**Personnel Data:** 2.0 FTE

IMESD provides educational services to students attending Lifeways, a day treatment program. LTCT serves 12 students in grades 3-8 who are experiencing social/emotional and behavioral issues, with the goal of providing a high-quality, therapeutic environment where the child will gain the behavior skills and abilities to function successfully in a less restrictive environment. The day treatment program works with local schools and agencies to facilitate a successful transition back to the local public school and/or community whenever possible.

#### Medicaid Programs

**Funding Source:** Medicaid, Department of Human Services  
**Personnel Data:** 2.0 FTE

The Medicaid program provides services in Medicaid Administrative Claiming and Medicaid Fee for Services to districts throughout the region. This provision generates resources to local districts and internal programs.

#### Physical Therapy/Occupational Therapy Program

**Funding Source:** IDEA, Contracts with School Districts  
**Personnel Data:** 5.9 FTE

The Physical and Occupational Therapy Program provides evaluations for children who have fine and gross motor concerns. When children are found to be eligible for services, direct consultation/instruction, as well as information, is provided to teachers. This can include fabricating adaptations for the classroom (such as modifying desks or chairs), gross motor and fine motor milestone protocols to progress children toward age-appropriate gross motor and fine motor skills, and safety protocols, among other information and resources.

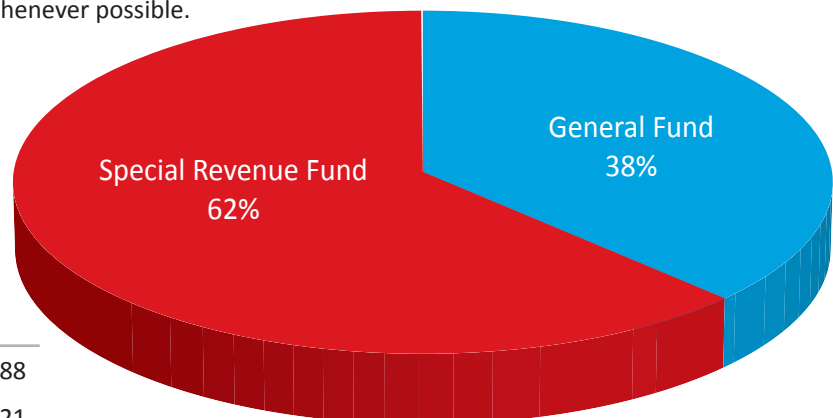
#### Special Education Administration

**Funding Source:** Contracts with School Districts  
**Personnel Data:** 2.0 FTE

IMESD will provide Special Education Administration assistance to districts that wish to contract for that service. The districts may choose consultation and/or director services. The IMESD will provide special education directors and coordinators to assist districts with compliance with state and federal regulations, ODE Data Collection reports, technical assistance to district special education staff, training district administrators, special education, regular education teachers, and assist with difficult meetings with families.

#### Special Education Services

General Fund Sources	\$4,250,388
Contracts	\$7,056,121



# PROGRAMS FOR CHILDREN

## WITH SPECIAL NEEDS (CONTINUED...)

### Services with Other Funding Sources *continued...*

#### Early Intervention/Early Childhood Special Education Program

**Funding Source: State Contract**

**Personnel Data: 40.0 FTE**

The Oregon Department of Education contracts with IMESD to provide Early Intervention/Early Childhood Special Education (EI/ECSE) services to children with disabilities, ages birth to 5, and their families in seven counties. IMESD subcontracts with Malheur ESD to provide services in that region. Services to children and families are unique to individual needs and may include home visits, ECSE classrooms, parenting classes, consultation to other early childhood programs or childcare providers, toddler groups, speech groups, and residential treatment centers. IMESD has sites located in Boardman, Irrigon, Hermiston, Stanfield, Pendleton, Milton-Freewater, Athena, La Grande, John Day, Joseph and Baker City.

#### Regional Programs

**Funding Source: State Contract**

**Personnel Data: 10.0 FTE**

Eastern Oregon Regional Programs provides services in seven counties to children ages birth to 21, with low incidence, high needs disabilities. The children who receive these services include students with:

- **Autism Spectrum Disorder**
- **Deaf/Hard of Hearing Impairment**
- **Severe Orthopedic Impairment**
- **Traumatic Brain Injury**
- **Visual Impairment**

#### Other Programs & Services:

- **Crisis Intervention Flight Team**
- **Umatilla County Wraparound**

The map displays the following regions and their corresponding Special Education Directors:

Region	Special Ed. Director
Far West Zone (Umatilla, Hermiston, Stanfield, Echo, Pendleton, Elgin, Imbler, La Grande & RiverBend, Union, North Powder, Morrow County, Umatilla, Helix, Milton-Freewater, Athena-Weston)	Sarah Crane-Simpson
West Zone (Lone, Pilot Rock, Umatilla, Helix, Milton-Freewater, Athena-Weston)	Jennie Price
Central Zone (Morrow County, Umatilla, Helix, Milton-Freewater, Athena-Weston)	Ami Muilenburg
East Zone (Umatilla, Helix, Milton-Freewater, Athena-Weston)	Kathy Walker



# INSTRUCTIONAL SERVICES



**Mary Apple**  
Assistant  
Superintendent



**Eric Volger**  
Instructional  
Services Director

The SIS Department is guided by five areas of focus. Each is designed to positively impact student achievement and increase collaboration between the InterMountain ESD and local school districts. The primary areas of focus are: (1) Instructional Improvement; (2) Student Achievement; (3) College and Career Preparation; (4) Assessment and Accountability; and, (5) Regional Professional Development.

## General Fund Services

### Instructional Improvement

**Funding Source: General Fund**

**Personnel Data: 4.0 FTE**

IMESD supports schools by providing evidence-based strategies and resources to component districts. Seminars, training, coaching, and day-to-day support are offered daily. Instructional improvement initiatives include:

- Data Teams/Professional Learning Communities (PLCs)
- Data-Driven Decision-Making
- Formative Assessment
- Power Standards
- Response to Intervention (RTI)
- Positive Behavioral Interventions and Supports (PBIS)

Throughout the year, the Instructional Services staff designs, coordinates and facilitates numerous professional development activities (*may include college credit and/or presenter fee*). These include, but are not limited to:

- Administrator's Academy
- Teacher Workshops
- Classified Workshops
- Summer Institute
- ODE Accountability Support

### Student Achievement

Leadership, support and coordination of services are provided in an effort to help close the achievement gap and enable schools to fulfill requirements of the Elementary and Secondary Education Act (ESEA). IMESD offers:

- Curriculum Council
- Instructional Technology

- Work Sample Training
- Regional Meetings
- Talented And Gifted support
- Economically Disadvantaged Student support
- Limited English Proficient student support
- Students with disabilities
- College & Career Ready

Science Materials Center

### Instructional Technology

**Funding Source: General Fund**

**Personnel Data: 2.0 FTE**

Instructional technology is a discipline devoted to techniques or ways to make teaching and learning more efficient, through the use of modern technologies, in both the classroom and in distance learning environments.

Instructional Technology Workshops and Courses: Custom workshops and courses as requested by districts.

- Links: Online classroom instructional resources for subject and content areas.
- Handouts: Downloadable PDF files of workshop notes. Requires Acrobat Reader.
- Regional Instructional Technology Cadre: Staff development centered on integrating technology into teaching and learning.

## Services with Other Funding Sources

### Assessment & Accountability

**Funding Source: General Fund, State Contract**  
**Personnel Data: 3.0 FTE**

The Assessment and Accountability team oversees a large state assessment grant which serves 14 counties. The IMESD is one of three ESDs in Oregon identified as a lead contractor. Primary responsibilities include:

- Training and support of District Test Coordinators in 56 school districts
- Management of the statewide assessment (OAKS) throughout Eastern Oregon
- Support of day-to-day assessment questions and technical assistance
- Management of Score Sites

In addition, the Assessment and Accountability team offers data collection and analysis resources designed to support instruction. Our Data Warehouse application is helpful in analyzing enrollment, attendance and discipline patterns. Administrators view relevant data through a “Dashboard” – a software tool that provides multi-dimensional graphical views of relevant data in a user-friendly format.

### College & Career Preparation

**Funding Source: General Fund, State Contract**  
**Personnel Data: 3.0 FTE**

IMESD assists districts in providing opportunities which promote high school student access to credit-bearing post-secondary institutions. These include, but are not limited to:

- Online Education Courses (*high school and college*)
- Credit Recovery Curriculum (*high school*)
- Eastern Promise
- High School Initiatives (*college courses*)
- Independent Study

In addition, we coordinate Career and Technical Education (CTE)\* and High School Diploma initiatives. A consortium representing IMESD’s component school districts and Blue Mountain Community College guides much of this work. The work includes:

- Credit for Proficiency
- Pathways
- Dual Credit
- Dual Enrollment

*\*Note: Grant ESD coordinates CTE in Union County and Baker County.*



# INSTRUCTIONAL SERVICES (CONTINUED...)

## Services with Other Funding Sources *continued...*

### Eastern Promise

Eastern Promise is a commitment between Blue Mountain and Treasure Valley community colleges, Eastern Oregon University, IMESD, and high schools within our service area. The Eastern Promise seeks to: 1) Increase the number of students who are prepared for college – directly from high school; 2) Increase opportunities for teachers to teach, and students to take college-level courses while in high school; and 3) Ensure consistent collaboration and curriculum alignment between high school and post-secondary instructors throughout the region.

### Migrant Education Program

**Funding Source: State Grant**  
**Personnel Data: 6.0 FTE**

Priority for services students: Section 1304(d) of the statute gives priority for services to migrant children: 1) who are failing, or most at risk of failing, to meet the state’s challenging state academic content standards and challenging state student academic achievement standards; and 2) whose education has been interrupted during the regular school year.

Migrant education services also include the Migrant Summer School Program and Migrant Pre-school.

### Alternative Education

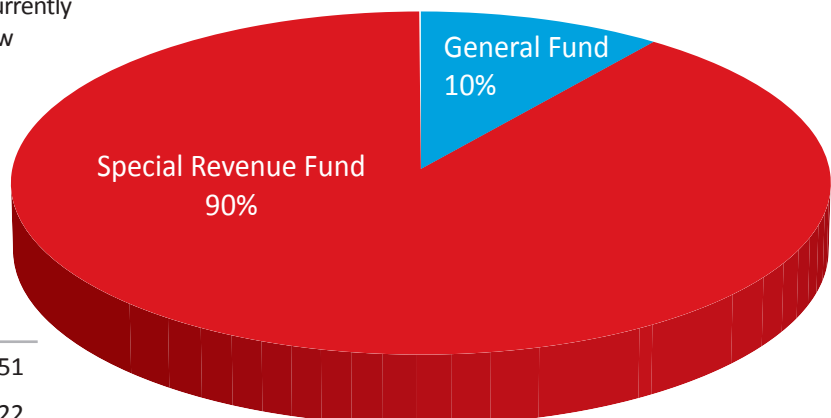
**Funding Source: Contracts with Component School Districts**  
**Personnel Data: 4.5 FTE**

IMESD provides alternative educational services to at-risk students in partnership with member schools. Alt-Ed. allows member schools to meet the statutory requirement by providing an alternative setting for students who cannot function, for a variety of reasons, in a traditional school setting. Alt-Ed. schools emphasize student achievement through individualized educational processes and differentiated curriculum, and help students to achieve success in meeting federal AYP standards. The IMESD currently operates one alternative school: Pleasant View in Milton-Freewater.

### RiverBend High School – Youth Corrections Education Program

**Funding Source: State Contract**  
**Personnel Data: 5.0 FTE**

IMESD administers the contracts from the Oregon Department of Education and the Oregon Youth Authority to provide education for incarcerated youth at RiverBend High School. This program is located at the Oregon Youth Authority’s RiverBend Youth Transition Program at Hilgard in Union County. The educational program provides academic and vocational options for students working on high school diplomas, GEDs, college courses and professional technical certifications. RiverBend High School is accredited through the Northwest Association of Accredited Schools.



### Instructional Services

General Fund Sources	\$452,651
Contracts	\$3,914,422



# TECHNOLOGY SUPPORT

**Michael Lasher**  
Deputy  
Superintendent

**Cheri Rhinhart**  
Information  
Technology Director

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

- Wide area networking support, including Internet access
- Fiscal and student software financial assistance
- Core server support
- Web hosting
- Online helpdesk system
- Technology planning support

## General Fund Services

### Networking Support

**Funding Source: General Fund**  
**Personnel Data: 5.0 FTE**

IT provides support for Wide area networking within IMESD component school districts. This includes design, installation, configuration, utilization monitoring, and troubleshooting of network switches, routers, firewalls, mail scanners, spam filters, virus and domain name system. The primary provider for Internet access is the Network of Education and Research in Oregon (NERO).

### Online HelpDesk System

**Funding Source: General Fund**  
**Personnel Data: 1.0 FTE**

IT provides access to a HelpDesk online ticketing system for all component districts.

### Web Programming

**Funding Source: General Fund**  
**Personnel Data: 1.0 FTE**

The Web programmer is responsible for Web-based resources for IMESD and its component school districts.

### Financial & Student Software

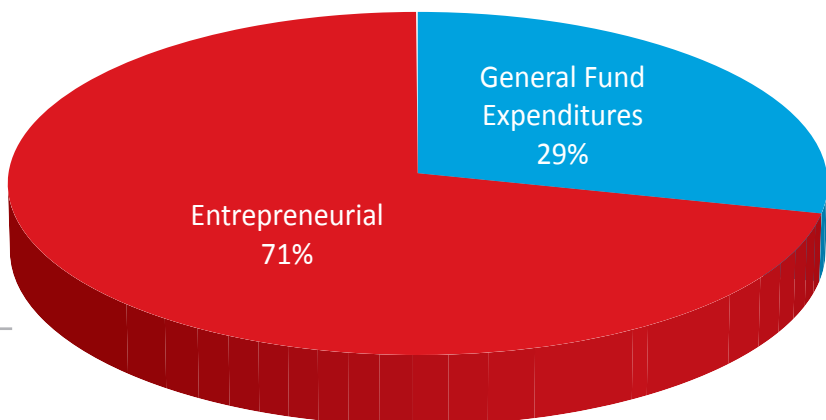
**Funding Source: General Fund**

IMESD provides financial assistance to component school districts for up to \$25.00/ADM for the annual combined cost of software (such as Pentamation, Infinite Visions, SchoolMaster, Powerschool, etc.). The annual subscription for Data Warehousing is also provided at a cap of \$3.00/ADM.

### Technology Planning Support

**Funding Source: General Fund**  
**Personnel Data: 1.0 FTE**

In support of component school districts, IT provides consultation on technology planning processes as outlined by the Oregon Department of Education criteria. Additional planning services include strategic planning and E-rate technology planning, including establishing minimum workstation purchasing guidelines, electronic acceptable use, hardware replacement, workstation rotation, network assessment, and technology purchasing guidelines.



## Technology

General Fund Expenditures	\$1,136,720
Entrepreneurial	\$2,802,663

# TECHNOLOGY

## SUPPORT (CONTINUED...)

### Services with Other Funding Sources

#### Desktop Technician Services

**Funding Source:** *Contracts with School Districts, Entrepreneurial Contracts*  
**Personnel Data:** 9.0 FTE

IT provides desktop support consisting of on-site computer setup, software installation, hardware, including local area networking services such as in-building wireless access points.

#### Local Area Server Support

**Funding Source:** *Contracts with Component School Districts, Entrepreneurial Contracts*  
**Personnel Data:** 2.0 FTE

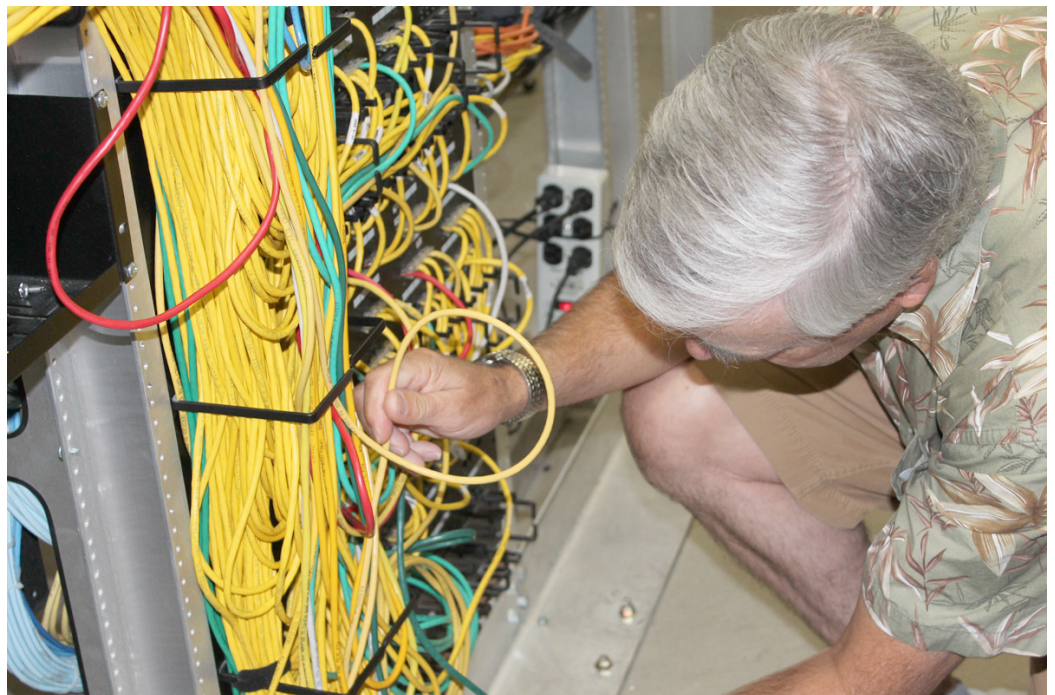
IT supports core network servers for component school districts. These servers run applications which include:

- E-mail
- Network management
- Anti-virus/SPAM
- Remote management
- Content filtering
- Video surveillance

#### Telephone Systems Administration

**Funding Source:** *Contracts with School Districts, Entrepreneurial Contracts*  
**Personnel Data:** 1.25 FTE

The telephone systems team supports component districts with NEC PBX telephone systems and voicemail. Each of these districts has the ability to direct dial within a larger regional calling area because of the inter-linked nature of these systems.



#### Printer Repair

**Funding Source:** *General Fund, Entrepreneurial Contracts*  
**Personnel Data:** 1.0 FTE

IT provides repairs and routine maintenance for networked printers to all component districts.

#### E-rate Processing

**Funding Source:** *Entrepreneurial Contracts*  
**Personnel Data:** 2.25 FTE

IT provides E-Rate support to component school districts. E-rate is a federal program which provides discounts for eligible telecommunications services, Internet access, and some networking equipment.

#### Additional IT Services

- IP Video Surveillance Project Management – 0.50 FTE
- Streaming Video (Learn 360)
- Tech Purchasing Consultation – 1.0 FTE
- Dell-Certified Repair Technicians
- Entrepreneurial Services – 10.0 FTE

# ADMINISTRATIVE & SUPPORT SERVICES



**Dr. Mark Mulvihill**  
Superintendent



**Marla Royal**  
Executive Asst. to  
Superintendent

## General Fund Services

### Superintendent's Office

**Funding Source: General Fund**  
**Personnel Data: 2.8 FTE**

The Superintendent's Office includes general functions related to the leadership and management of the IMESD, including interaction with the public, the Board of Directors, and local school districts. The office also oversees policy development, boundary board issues, and preparation and management of the Local Service Plan. In addition, the Superintendent's Office assures IMESD is serving its component districts, the Oregon Department of Education, and various public and private agencies. The office also coordinates board trainings, facilitates regional events, and provides other services to component school districts and boards.

#### Superintendent Services

General Fund Sources	\$421,130
Contracts	\$32,583

## Services with Other Funding Sources *continued...*

### Business Office

**Funding Source: General Fund, Contracts with Component School Districts**  
**Personnel Data: 10.0 FTE**

The Business Office provides leadership, technical support and training for component school districts and their business managers. Complete fiscal services are provided to North Powder, Pilot Rock, Helix, Lone, and Ukiah school districts, as well as Nixyáawii Community School. Business Management services are provided to Milton-Freewater Unified School District, in addition to payroll services for both Pendleton and Milton-Freewater Unified school districts. The Business Office also maintains a contract with the Oregon Small Schools Association (OSSA) for fiscal services. In addition, the Business

#### Fiscal Services

General Fund Sources	\$775,272
Contracts	\$407,518

## Services with Other Funding Sources

### Human Resources

**Funding Source: General Fund, Contracts with Component School Districts**  
**Personnel Data: 2.35 FTE**

The Human Resources department ensures compliance with state and federal employment laws, ranging from hiring practices to employee discipline and termination for the IMESD, as well as serving as the HR department for several local school districts. The HR department provides ongoing comprehensive Employment Risk Management, which reduces a school district's legal exposure resulting from workplace misconduct. The Human Resources department is always available to consult with districts on employment issues.



**Colette Blakely**  
Human Resources  
Director

#### Human Resources

General Fund Sources	\$235,785
Contracts	\$16,500

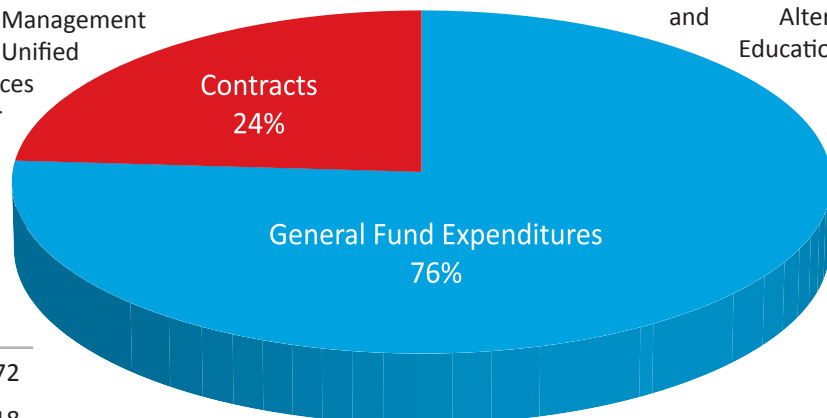


**Beth O'Hanlon**  
Chief Financial Officer



**Denyce Kelly**  
Business Services Director

Office oversees financial reporting for Medicaid Administrative Claiming, the IDEA Consortium, and general contracts that benefit component school districts, including Regional Programs, Early Intervention, and Alternative Education.



# ADMINISTRATIVE & SUPPORT SERVICES (CONTINUED...)

## Services with Other Funding Sources *continued...*

### School-Based Health Services/Medicaid Operations and Policy

**Funding Source:** *Contract with the State of Oregon, Department of Human Services, Component School Districts*  
**Personnel Data:** 1.15 FTE

Under a contract with the State of Oregon, IMESD provides districts with assistance and guidance associated with Medicaid, including communicating new program developments, providing school-based Medicaid trainings, develop and implement monitoring protocols, processes, documents, state and federal Medicaid regulations, IDEA regulations, medical licensing board requirements, and facilitate the collaboration and communication between districts, the Oregon Department of Human Services, the Centers for Medicare and Medicaid, and the Oregon Department of Education.

### Communication & Print Solutions

**Personnel Data:** 6 FTE

#### COMMUNICATIONS

**Funding Source:** *General Fund, Entrepreneurial Contracts, Contracts with School Districts*



**Casey White-Zollman**  
Communication &  
Print Solutions Director

Communications staff support school districts through the promotion of their achievements, news and needs to their communities through a variety of communications resources. Communication services include public, community and media relations; Web design/development; graphic arts/design; crisis communications; social media communications and videography. Additionally, communications staff provide school closure/delay notifications for component school districts to the media during inclement weather and emergencies, and can also assist districts with developing communications plans. The communications team at the IMESD has the only district-focused team of communications professionals in an ESD in the state of Oregon.

#### PRINTING

**Funding Source:** *General Fund, Entrepreneurial Contracts, Contracts with School Districts*

The print shop staff provides offset printing, full color copying and printing, and related services for classroom use in schools throughout Umatilla, Union, Baker 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 Cooperative Purchasing

**Funding Source:** *General Fund, Entrepreneurial Contracts*  
**Personnel Data:** 6.0 FTE



**Caryn Appler**  
Cooperative  
Purchasing Director

#### COOPERATIVE PURCHASING

The InterMountain Cooperative provides cooperative purchasing for a wide range of items, including custodial supplies, art and school supplies, paper and office supplies, athletic equipment, computer hardware/supplies, and furniture/office supplies. Sorting, labeling, and distribution by individual school building is provided to expedite orders to schools for the start-up of each school year, thus saving local districts valuable time and expense by their respective personnel.

#### WAREHOUSE/DAILY STORE

A warehouse is maintained to provide a daily store for school districts to purchase and receive delivery of high-usage bulk purchase items, such as office, school, and art supplies, paper, custodial papers and supplies, and computer supplies on an as-needed basis. The Cooperative has a new online interface via the IMESD Web site, allowing district personnel to place orders, request quotes, obtain specifications, track orders, etc.

#### PURCHASING SERVICES

Serving as a purchasing agent for local districts, the Cooperative can solicit quotes/bids on behalf of school districts, meeting the specific needs of each school, receiving savings not only in item costs, but also in personnel time saved in the bid/purchase process, while fulfilling all bid law requirements.

The Cooperative acts as the state administrator for Association of Education Purchasing Agencies (AEPA) vendor contracts. AEPA is a purchasing agency comprised of school cooperatives in 26 states. Agency members work together to write the best possible bid solicitations, resulting in buying power and better prices for school districts. AEPA is unique in that each purchasing contract is awarded separately in each member state, in accordance with local bidding laws. The benefit is state-specific bid protection and lower cost of ownership for school districts.

#### COURIER/TRANSPORTATION/SURPLUS

The Cooperative provides a courier service, allowing for inter-district transfers, as well as a delivery mechanism for goods procured through the IMESD. The warehouse staff provides district transportation requests, including surplus disposal, the recycling of computers and technology equipment, furniture/equipment relocating among districts, and backhauling annual district textbook orders. This service results in a substantial cost savings to the districts, compared to each district hiring common carriers and hiring district personnel to provide transportation.

# INITIATIVES

## ENHANCING OUR CAPACITY TO SERVE

### COMMUNICATION & PRINT SOLUTIONS

#### Department Function

Communication & Print Solutions functions to provide a variety of communications services and resources to the IMESD and component school districts, including full-service printing. The department of six staff members includes the department Director, Graphic Design Specialist, Multimedia Specialist, Hispanic Community Liaison, Print Shop Manager, Graphic Technician, and one Clerical Support Staff. The staff works together as a team to provide services, while at the same time serving as “experts” in their respective skill sets. Up until June 30, 2012, the communications and printing services were two separate departments. However, due to a strong partnership and frequent work between the two, IMESD merged the departments on July 1, 2012.

#### Scope of Services

The team provides the following services: public relations, marketing, media relations, community relations, crisis communications, bond/levy information campaigns, graphic design, print material pre-production design/development, concept development, Web site design/development/ updating, new/social media, and video production. In addition, the print shop staff provide offset printing, full color copying and printing, and related services for classroom and administrative use in schools throughout the IMESD service area. Together, the entire team is able to offer customers high-quality, professional documents coupled with excellent customer service, including typesetting and art work for specialized forms, brochures, newsletters, handbooks, letterheads, signs, posters, and other printing needs.

#### Direction of Services

Since no other Oregon ESD provides the type of service Communication & Print Solutions offers, we are constantly learning, changing and evolving as a department. Our staff continues to see an increase in workload, particularly during the summer months, thanks to the large number of contracts and individual projects with local agencies. Non-component school districts (districts outside of the IMESD service umbrella), public entities and non-profit agencies do incur a labor charge for services, which assists in offsetting the total costs associated with operating the department, reducing the financial burden to the IMESD General Fund.

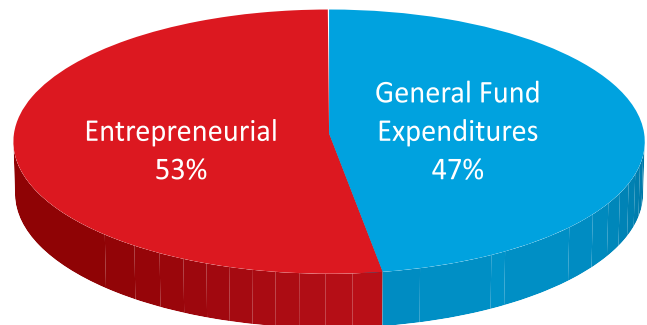
#### Revenue/(Loss) Communications

Revenue for 2011-2012 was \$175,181 with a net income of \$23,087, which was approximately \$44,000 less than the previous fiscal year. This was mostly due to the end of CSEPP,

with which communications had its largest contract for services. We have attempted to make up for that loss through a contract with three local agencies for Hispanic Community Liaison services. However, when comparing revenue from the first quarter of the 2012-2013 fiscal year to the 2011-2012 year – without factoring in the CSEPP or Hispanic Community Liaison contracts – communications has increased revenue by approximately \$4,000. We continue to seek new customers through marketing efforts and networking opportunities.

#### Communications Fund Report 2011-2012

General Fund Expenditures	\$140,191
Entrepreneurial	\$155,237

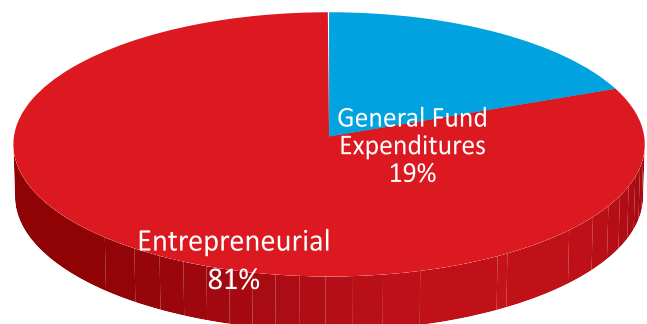


#### Revenue/(Loss) Printing

Revenue for the 2011-2012 fiscal year was \$300,668, which was more than \$26,000 higher than estimated. InterMountain Printing continues to look further at opportunities for cost efficiencies with a goal to further reduce expenses.

#### Printing Fund Report 2011-2012

General Fund Expenditures	\$68,925
Entrepreneurial	\$292,712





# INITIATIVES

(CONTINUED...)

## Customers

Customers for Communication & Print Solutions include the IMESD, component school districts and a variety of non-profit and government agencies through contracted services. Our customers include the Oregon Music Educators Association, Pendleton Round-Up Association, City of Heppner, Heppner Chamber of Commerce, Tonya's House, Education Foundation of Pendleton, Umatilla County Special Library District, Libraries of Eastern Oregon, Blue Mountain Community College, City of Stanfield, City of Pilot Rock, City of Hermiston, Morrow County Health District, Morrow County Parks, Umatilla County Fair, Horizon Project, Oregon Small Schools Association, Eastern Oregon University, Pendleton Elks Lodge, PTC Disc Golf, the Umatilla County and Union County sheriff's offices, and Umatilla County Youth Services.

## Cooperative Purchasing

### Department Function

The InterMountain Cooperative serves to provide leveraged purchasing power for all component school districts, permitting districts to benefit from an aggregated volume regardless of size. In addition, the InterMountain Cooperative streamlines the purchasing process by insuring compliance with public procurement legalities and permitting districts to utilize IMESD purchasing staff versus having to dedicate district staff to this task. The Cooperative is also capable of coordinating warehousing and delivery via the IMESD Warehouse and Transportation team, further reducing costs and impact to district staff.

### Scope of Services

The service offering through the Cooperative is expansive; customers are able to take advantage of pre-bid pricing for all school items from pens and paper, to complete modular classroom buildings and technology, with deliveries either occurring direct from the manufacturer or via the IMESD courier service. In addition, the Cooperative is always seeking out new product offerings and competitive contracts to ensure that our customers' purchasing needs are met, and our customer service-oriented staff is always willing to offer guidance and assistance via phone or e-mail.

## Direction of Services

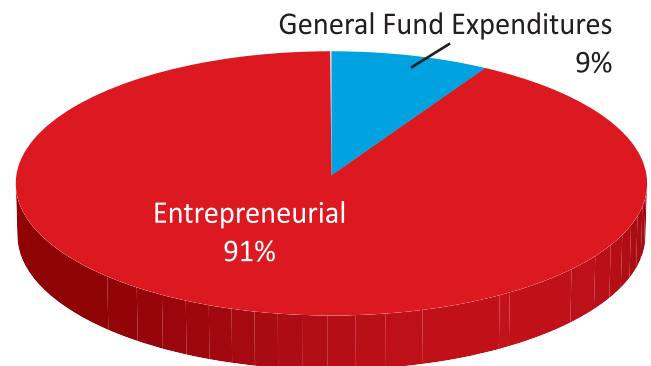
The guiding principle for the Cooperative is to offer assistance in sourcing anything a district may need, and as a district's needs continue to expand and develop, our intent is to be in front of that demand and have cost-effective and efficient solutions in place.

## Revenue/(Loss)

For the Fiscal Year that ended June 30, 2011, the Cooperative generated approximately \$3,218,735 in gross revenue, with \$138,695 in net income. This net income is calculated after a transfer totaling \$100,000 to the General Fund. The Cooperative assisted the General Fund operations with the money earned from the sales off of the AEPA contracts across the state. For fiscal year 2013-2014, the Cooperative will continually strive to move out from under the General Fund umbrella.

### Cooperative Purchasing Fund Report 2011-2012

General Fund Expenditures	\$277,218
Entrepreneurial	\$2,935,468



## Customers

InterMountain Cooperative serves a wide range of customers, primarily school districts stretching from Hood River to Ontario. Representing AEPA, the Cooperative serves schools all over the state. In addition, the Cooperative offers the same purchasing opportunities to government and non-profit entities that it offers to our IMESD component school districts, further increasing our cumulative purchasing volume and decreasing our overall pricing.

# INITIATIVES

(CONTINUED...)

## InterMountain Technology

### Department Function

InterMountain Technology provides technology support for IMESD and all component schools throughout Umatilla, Morrow, Union, and Baker counties. Customers depend on IT for technology solutions customized to their specific educational and/or organizational needs. Complemented by our Instructional Technology team, we are able to ensure that money spent on technology is put to its best use to meet organizational objectives, whether by improving student learning or helping to protect the citizens in our component counties from harm. In addition, IT actively partners with other IMESD departments to provide direction and assistance in achieving the IMESD's goals and objectives.

### Scope of Services

IT has built the capacity to deliver an impressive list of services that includes: local and wide-area networking, desktop support, Internet access, server support, a HelpDesk system, technology planning, instructional technology integration, SPAM control, CIPA level filtering, outage management, application support, hardware specification, telephone, voicemail, IP video surveillance, printer repair, web development, network monitoring, E-rate processing, data warehousing, project management, and leadership. An expert staff delivers creative, cost-effective solutions that adhere to our customers' goals. IT recognizes the importance of a solid working relationship between network and instructional technologists and the value of professional development.

### Direction of Services

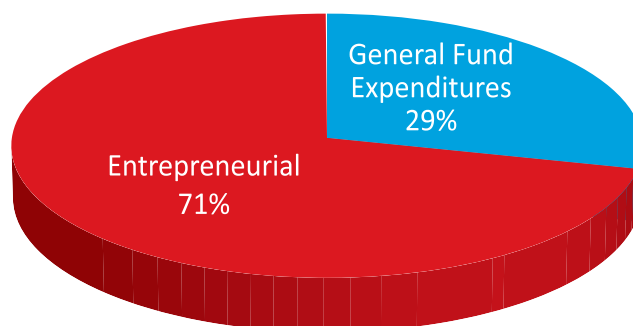
IT will always look to the future at what is coming and what schools want. We will continue to collaborate between customers to offer strategic direction and cost-effective technology solutions. It will be important to maintain strong working relationships with our school district administrators. We have established specific technical leadership zones within our customer regions. The purpose is to strengthen collaboration, communication, and information sharing. We will continue to aim for excellence and innovation as we assist our schools with all of their technology needs.

### Revenue/(Loss)

Gross revenue for the fiscal year ended June 30, 2012, was nearly \$3 million. Revenue generated from entrepreneurial efforts enables IT to provide IMESD component school districts with expanded services, equipment, and subsidized support. The IT department continues to seek new revenue opportunities and increased cost efficiencies in existing operations. IT has a solid reputation where our customers know that beyond good service, a contract with InterMountain Technology means that you're supporting schools.

#### InterMountain Technology Fund Report 2011-2012

General Fund Expenditures	\$1,136,720
Entrepreneurial	\$2,802,663



### Customers

In addition to a core customer base of IMESD component districts, IT provides contracted technology support to schools throughout a five-county service area of Umatilla, Morrow, Union, Baker and Malheur counties. Entrepreneurial customers include: City of Pendleton, City of Hermiston, City of Boardman, City of Vale, City of Pilot Rock, City of Milton-Freewater, City of College Place, City of Irrigon, Port of Morrow, Malheur County, Garfield County, Morrow County, Greater Eastern Oregon Development Corporation, Umatilla County Special Library District, Four Rivers Community School, Willamette ESD, and the University of Oregon. Our E-Rate application processing services cover more than 75 schools in Oregon, Washington and Idaho. The variety of experiences we have gained through these technology contracts has built tremendous capacity. With such a depth and breadth of experience, our districts are able to stay at the forefront of technology while using their dollars wisely, and receive swift problem resolutions that are not just quick fixes.

# INITIATIVES

(CONTINUED...)

## InterMountain Facilities Services

### Department Function

InterMountain Facilities Services provides management of the procurement and bid process, management of small scale construction projects, evaluates and facilitates potential energy incentives, and explores funding opportunities. In addition, Facilities Services can provide coordination of outside vendors and maintenance-related projects.

### Scope of Services

InterMountain Facilities Services is a complement to several existing IMESD departments: Communication & Print Solutions, IMESD Business Services, InterMountain Cooperative Purchasing, and InterMountain Technology. As a result, IMESD is capable of assisting a district throughout the entire process of a construction project: IMESD can develop a facilities plan to access the district's needs (IMFS), guide the district through the process of passing a construction bond through an information campaign (Communication & Print Solutions), seek outside funding (Business Services), identify and select qualified contractors and vendors (IMFS and Cooperative Purchasing), manage the financial reporting requirements (Business Services), and manage and complete the construction project (IMFS). This interaction amongst several departments emphasizes the team approach within the IMESD umbrella of services and allows a district to benefit from a cohesive, single agency for their respective projects.

### History

After assisting several component districts pass bond measures through information campaigns in the fall of 2008, IMESD observed outside agencies provide construction management services for bond-related projects. As a result, IMESD realized there is a need for construction management and should be a component of the Local Service Plan. In addition, IMESD has observed the challenges associated with a district superintendent managing a construction project; the concern is that this can become an all-consuming task, and



**Scott Rogers**  
Facilities & Support  
Services Director

perhaps one in which the superintendent is not experienced or have the time available. These observations drove the IMESD to evaluate the concept of construction management and initiate discussions with regional superintendents, board members, and district administration to collect feedback and determine if other needs existed.

During the course of these conversations, it became apparent that districts also have a very real need for day-to-day facilities management and long-term strategic planning and budgeting; addressing facilities needs usually ends up being a matter of resolving immediate concerns versus a long term, cost-effective approach.

### Direction of Services

This is the second year of the InterMountain Facilities Services, and IMFS has successfully assisted one component district through several public works projects and provided strategic facilities direction to several other districts. The IMESD is excited to continue to offer this service as a benefit to our districts.

### Revenue/(Loss)

InterMountain Facilities Services is anticipating approximately \$20,000 in gross revenue for the 2012-2013 fiscal year.

### Customers

Facilities Services is available to IMESD component school districts; in addition, Facilities Services will be able to assist government and municipalities, non-K12 education institutions, and non-profit organizations in a manner similar to IMESD component districts.



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## Services with Other Funding Sources

*(may include combination of General Fund and other funding sources)*

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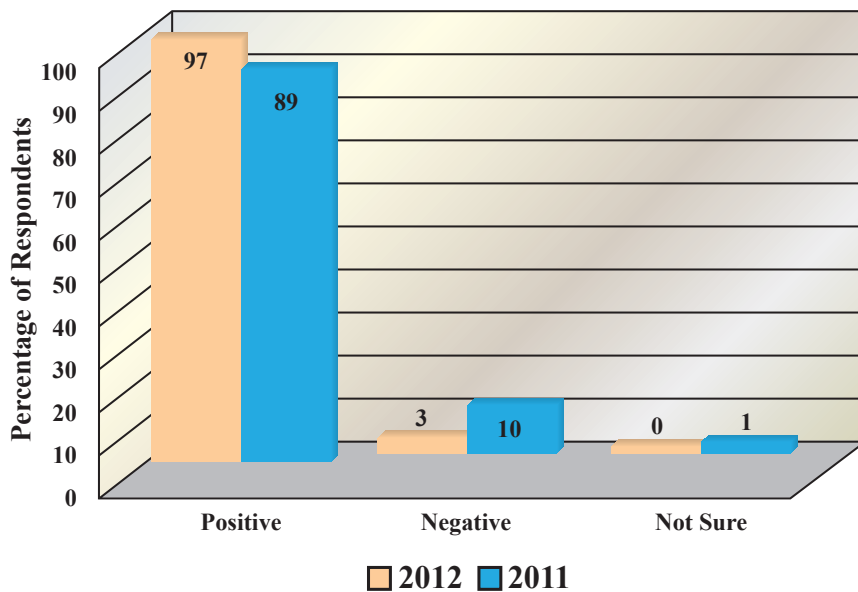
# RESEARCH SURVEY

NOVEMBER 2012

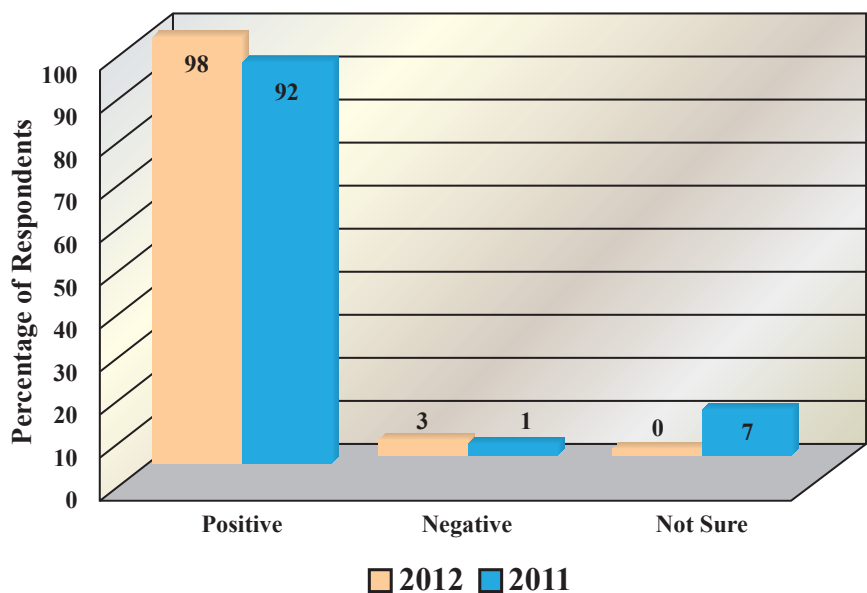
## Introduction:

This report presents the results of a November 2012 telephone survey of InterMountain ESD customers, including superintendents, assistant superintendents, principals and business managers/clerks in the 19 Umatilla, Morrow, Union and Baker county school districts served by IMESD. Public Affairs Counsel in Salem, Ore., conducted the survey on behalf of IMESD.

**Rate: Overall Impression of InterMountain ESD**

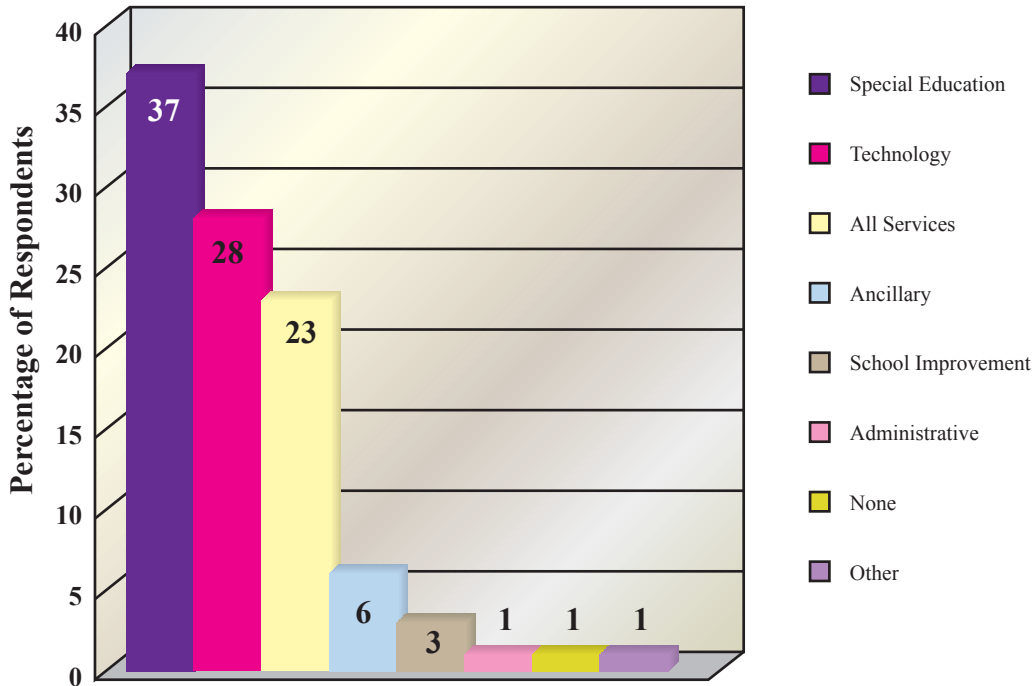


**Rate: InterMountain ESD Customer Service**

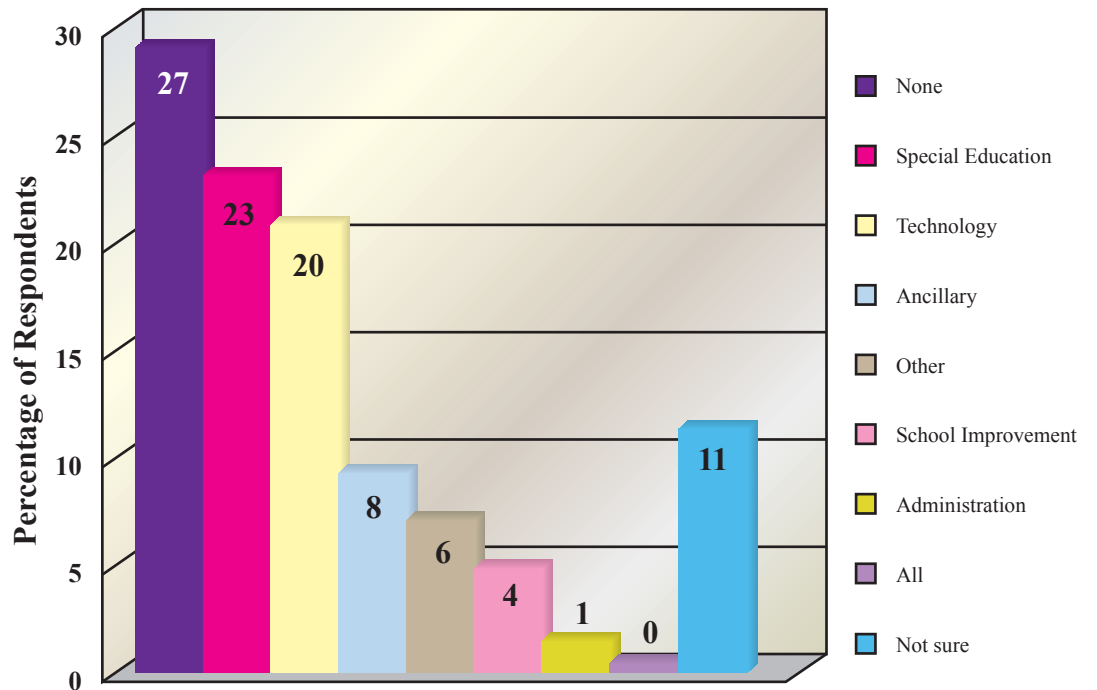


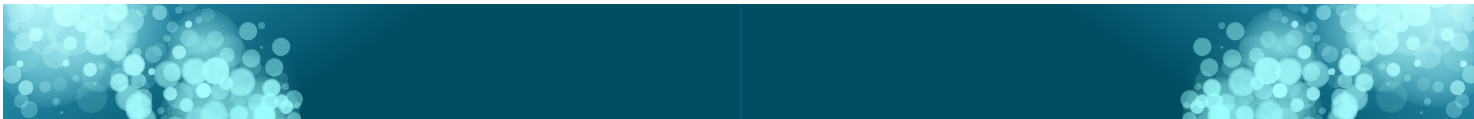
# SURVEY RESPONSES (CONTINUED...)

### Most Valuable Services Provided By ESD



### ESD Service Needing The Most Improvement





This 2013-2014 edition of the Local Service Plan was edited, designed,  
and printed by Communication & Print Solutions.