

# Harney Education Service District Region XVII

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2009-2010 Annual Report  
2010-2011 Local Service Plan



## Mission Statement

The Mission of Harney Education Service District (HESD) is to assist school districts and the State of Oregon in providing excellent and equitable educational opportunities and successful learning environments for all Harney County students. HESD is dedicated to providing leadership in helping to achieve Oregon's education goals and working in partnership with our schools and our community to enhance the healthy development of children and their families for today and tomorrow.

Adopted 2/12/97



## Superintendent's Message 2009-2010

This Annual Report illustrates the services HESD provides to our component school district. Our ESD is unique in the fact that our Local Service Plans span three distinct and different types of school districts:

- Crane Union School District (#UH1J Grades 9-12) is the only union school district left in the State of Oregon and the only public boarding school remaining in the state.
- Burns/Hines School District (HCSD#3 Grades K-12) serves the student population in the Burns and Hines community
- Eight Rural Elementary School Districts (Grades K-8) seven of which have no onsite administrators.

While the future of ESDs in Oregon is expected to dramatically change in the upcoming year, HESD continues to work hard on transparency and welcomes the challenge of supporting an excellent education for our children in Harney County.

For the 2009-2010 school year, HESD really focused on providing services to all our component school districts in a more equitable manner. HESD met with the component school districts in the fall to determine the common needs of both our rural schools and larger districts. By focusing on the commonality of our different districts, HESD is better able to leverage the dollars received from state and local sources. It was the general consensus of our board and staff as well as the component school districts that Professional Development was an area that more dollars could be expended to benefit all. As a result more dollars were spent for in-services and professional development in the 09-10 school year than previous years. In keeping with this commitment, HESD also purchased School Master for all of its component school districts and paid for their participation in the Data Warehouse Project.

Profits from Eastern Oregon Technology (EOT), HESD's entrepreneurial endeavor, were used to help improve network infrastructure to our component school districts in the 2009-2010 school year. This was the first year that dollars were transferred out of EOT to the technology fund to support network infrastructure for the component school districts.

Many of the programs at the Early Childhood Center were flat funded for the 2009-2010 school year. However, ARRA dollars were used to provide training to our classroom assistants so they could earn their child development associate which will become a Head Start requirement in 2013. ARRA dollars were also used to pay for SLP and SLP aide training.

HESD is well known for low staff turnover and frugal fiscal management. With this foundation I am confident that the coming year will provide excellent services to all our students...both preschool and K-12 students...in Harney County. I am very proud of the employees of the HESD and the Board of Directors for embracing change and "making the difference"!

Respectfully submitted,

Dennis B. Mills, Superintendent  
Harney Education Service District Region XVII

## HESD Board of Directors

1 - Burns/Hines	Robin Cramer	Term ends 6/2013
2 - Burns/Hines	Charles Schmidt	Term ends 6/2011
3 - Crane/Pine Creek/Drewsey	Charles Dunten	Term ends 6/2013
4 - Diamond/South Harney	Richard Jenkins, Jr.	Term ends 6/2011
5 - Suntex/Frenchglen/Double O	Daniel Brown	Term ends 6/2011
6 - At Large	Pete Merritt - Vice Chair	Term ends 6/2011
7 - At Large	Connie Barber - Chair	Term ends 6/2013

## Administrative Office

Dennis B. Mills  
Kaeko Blackburn  
Barbara Buchanan

Superintendent  
Business Mgr  
Asst. Business Mgr

[millsd@harneyesd.k12.or.us](mailto:millsd@harneyesd.k12.or.us)  
[kblackburn@harneyesd.k12.or.us](mailto:kblackburn@harneyesd.k12.or.us)  
[buchanab@harneyesd.k12.or.us](mailto:buchanab@harneyesd.k12.or.us)

## Locations

### Administrative Office

779 West Fillmore  
PO Box 460  
Burns, Oregon 97720  
(541) 573-2426  
Fax (541) 573-1002

### Regional Services Center

25 Fairview Heights  
PO Box 460  
Burns Oregon 97720  
(541) 573-2122  
Fax (541) 573-1822

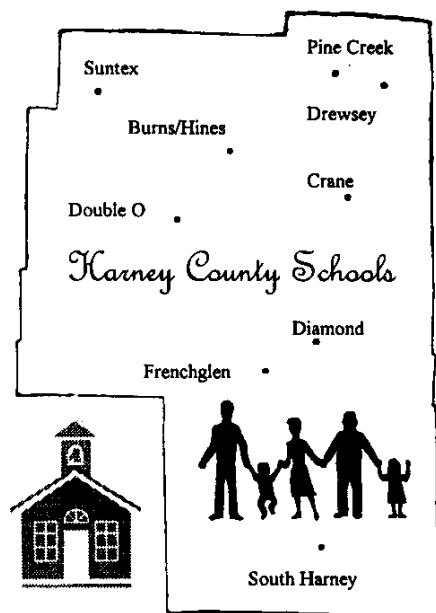
### Early Childhood Center

655 West Fillmore  
PO Box 460  
Burns, OR 97720  
(541) 573-6461  
Fax (541) 573-1914

### Eastern Oregon Technology

PO Box 218  
Hines, Oregon 97720  
(541)573-4821  
Fax (541) 573-1577

## Component School Districts



## **PURPOSE OF THE LOCAL SERVICE PLAN**

### **Organization of Services**

With the passage of House Bill 3184, Oregon ESDs now provide services through Local Service Plans for School Improvement, Children with Special Needs, Administrative and Support Services and Technology. Specifically, HB 3184 says, "The education service district or a combination of education service districts or a school district or other public or private entity under contract with an education service district or district may provide services and facilities, including but not limited to central purchasing, library, curriculum material, special teachers, and special programs including but not limited to teachers and programs under ORS Chapter 343 and any other relevant services to all school districts which are a part of the service district or districts."

### **Annual Performance Measure**

In keeping with *ORS 334.175*, the services provided are measured annually by the ten component school districts using a three-point rating scale. The ESD submits a list of all services provided under the Local Service Plan for the purpose of measuring the effectiveness of each service. A summary of this performance measure is provided to all school district boards, all local school district superintendents and their teaching staff, and to the board of HESD.

### **Approval**

The criteria for approval of the Local Service Plan is two thirds of the component districts with at least 50 percent of the students must vote in favor of the plan *ORS 334.175(5)(a)(b)*.

### **Amendment Procedure**

The Local Service Plan can be amended by a resolution of constituent districts and approval of the ESD Board using the same criteria to approve the original plan *ORS 334.175 (6)*.

### **Expenditure Requirements**

*Oregon Revised Statute 334.177* requires that HESD expends at least 90% of all local revenues as defined in *ORS 327.019* for services approved by constituent districts through the resolution process.

### **Calendar of Approval**

Sept 17, 2009 – Discussion and develop 2010-11 Local Service Plan  
Oct – Rough draft sent to component school districts for review  
Nov 10, 2009 – Final review by component school districts  
Dec - Local Service Plan is submitted for review to HESD Board of Directors  
Dec 9, 2009 - Local Service Plan is approved by the HESD Board of Directors  
Jan 2010 - Local Service Plan mailed to component school districts for approval  
Mar 1, 2010 – Deadline for Local Service Plan approval

### **Adoption Dates of 2010-2011 Local Service Plan**

Dec 9, 2009 – Harney ESD  
January 11, 2010 – Pine Creek Elementary School, South Harney Elementary School  
January 13, 2010 – Crane Union High School and Crane Elementary School, Diamond Elementary School  
January 20, 2010 – Double O Elementary School  
February 8, 2010 – Drewsey Elementary School  
February 9, 2010 – Burns/Hines School District, Frenchglen Elementary School, Suntex Elementary School

## Local Service Plan Goals

As specified in HB 3184, the goals of the four core service areas are as follows:

- Assist school districts in meeting requirements of state and federal laws
  - Improve student learning
  - Enhance the quality of instructions
  - Provide professional development
  - Assure equitable access to resources
  - Maximize efficiencies
- 





# Core Services

## Program for Children with Special Needs

### Speech Language Services

*Personnel Data: 4 FTE*

*Service – Resolution*

Speech and Language Services are provided to all ten school districts by Harney ESD. The Speech Language 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. Program responsibility, however, ultimately rests with the component districts outside the staffing limits provided within the budget of this service and funding constraints.

### Extended School Year

*Service – Monetary Support*

Extended Summer School Support is budgeted to assure continuing special education services for those students identified as requiring continuing support during non-school months.

### Audiology Clinic

*Service – Cost Share*

HESD assists in the vision and hearing screenings as well as the audiology clinic for the component school districts.

### **Estimated Funding Amount and Source for 2010-11**

Local/SSF	\$293,000
Appropriate Allocated Costs	<u>33,046</u>
<b>TOTAL</b>	<b>\$326,046*</b>

*\*OAR 581-024-0285 (5) Appropriate allocated costs of personnel, supplies, materials, equipment, and facilities associated with providing resolution services may be allocated to the local service plan and included in the 90 % calculation.*

# Core Service School Improvement

## Instructional Support/Professional Development

*Personnel Data – 1.75FTE*

*Service – Resolution/Cost share*

School Improvement personnel are available to support and assist component districts meeting requirements of state and federal law which includes compliance with Title Program regulations, NCLB reporting, assistance with implementing and interpreting State Assessments, as well as helping districts use data to create a Continuous Improvement Plan. HESD also provides professional development to component school districts.

## Learning Resource Center/Media Center Program

*Personnel Data - .75FTE*

*Service – Resolution*

This program provides school districts with a selection of videos, films and a variety of resource materials which would not be economically feasible or practical if operated separately by each district.

## GED Testing

*Personnel Data - .15*

*Service – Resolution/Fee*

HESD provides funds administration of the GED tests to eligible students and adults

## Music Program

*Personnel Data - .70*

*Service – Cost share*

Rural Schools may elect to contract for music and music lessons with HESD. Music is offered once a week to participating schools. By cost sharing with HESD, rural schools are able to offer music.

## Voc Agriculture and Student Program Support

*Service – Monetary Support*

HESD provides monetary support to the high school voc ag programs and other student programs.

## STrUT

*Service – Monetary Support*

HESD budgets for STrUT runs made by HESD to the Hood River Center. HESD pays the \$700 membership for STrUT.

## Small High School Dues

*Service – Resolution*

HESD pays for the small high school dues for high schools in its district.

## **Estimated Funding Amount and Source for 2010-2011**

Local/SSF	\$293,900
Appropriate Allocated Costs	<u>32,098</u>
<b>Total Budgeted</b>	<b>\$325,998</b>
Less Cost Share, Contracts, & Fees	<u>(60,500)</u>
<b>Total Adjusted Cost to HESD</b>	<b>\$265,498</b>

*\*OAR 581-024-0285 (5) Appropriate allocated costs of personnel, supplies, materials, equipment, and facilities associated with providing resolution services may be allocated to the local service plan and included in the 90 % calculation.*

## Core Service Administrative and Support Services

### Unemployment Trust Fund

*Service – Resolution*

HESD helps pay the unemployment liabilities for its component school districts.

School District	HESD's Capped Portion
3	\$ 54,140.85
4	\$ 5,394.55
5	\$ 115.89
7	\$ 85.08
10	\$ 751.97
13	\$ 119.34
16	\$ 105.64
28	\$ 37.32
33	\$ 125.22
UH1J	\$ 7,130.02
<b>TOTAL</b>	<b>\$ 68,006.00</b>

### County Attendance Officer/Truancy

*Service – Resolution .15 fte*

This service involves contacting the affected families in response to attendance infractions reported by the school districts. The responses include letters, citations and court appearances. HESD has the authority to issue citation under ORS 339.020 and 339.990 (failure to maintain a child in school). This is a state mandated service to districts with less than 1,000 students enrolled.

### Oversight of Home School Students

*Personnel Data: .20 FTE*

*Service – Resolution*

The HESD acts as a registrar for home school students in Harney County. In addition, the HESD informs local component school districts on a quarterly basis of registered home school students within their school district boundaries. This is a state mandated service which as per ORS 339.035(s) which states 'parents must notify the education service district in writing that a child is being home schooled and the education service district shall acknowledge receipt of any notifications in writing.'

### Medicaid Administrative Claiming

*Personnel Data - .10 FTE*

*Service – Resolution*

HESD serves as the contracting and coordinating agency on behalf of the Department of Human Services (DHS) for the purpose of implementing the Medicaid Administrative Claiming program in Harney County.

### Grant Writing Reserve

*Service – Resolution*

Money from this reserve will be used to contract as needed a grant writer that would submit a grant on behalf of the component school districts. Funding for the grant writer is limited to what HESD has in reserves. HESD will support the application of grants that would benefit all component school districts not individual school districts.

**Courier Service**

*Personnel Data – .10 FTE*

*Service - Resolution*

**Board Policy Subscription Service to OSBA/Policy Update Services**

*Service – Cost Share*

The Board Policy subscription service is an online service provided for all school districts.

**Contracted Services**

*Service – Contracted*

Print Services - offered at minimal cost to all schools & child-serving agencies in the county

Title Programs Consultation - \$100 per hour

Grant Writing – charge 8% of total grant awarded

Teacher Evaluation - \$600 per teacher (evaluation and visits performed throughout the year).

Business/Payroll Services

Administrative Services

The above services are available as a contracted service. Unless noted otherwise, contracts will be determined by time and staff availability. These services are not budgeted for and any costs incurred will be offset by the negotiated contract.

**Estimated Funding Amount and Source for 2009-2010**

Local/SSF	\$114,706
<b>Appropriate Allocated Costs*</b>	<u><u>11,814</u></u>
Total Budgeted	\$126,520
Less Fees, Cost Share	<u><u>(1,400)</u></u>
<b>Total Adjusted Cost</b>	<b>\$125,120</b>

*\*OAR 581-024-0285 (5) Appropriate allocated costs of personnel, supplies, materials, equipment, and facilities associated with providing resolution services may be allocated to the local service plan and included in the 90 % calculation.*

# Core Service Technology

## ½ T1 lines

Service – Resolution

HESD pays for ½ T1 lines for the rural school districts.

## Technology Lab

Service – Resolution

The technology lab is available to school districts wanting to conduct training for their staff and students.

## Email

Service – Resolution

Email is provided free of cost to staff and students of component school districts.

## Video Conferencing

Service – Resolution

Video Conferencing is provided to all school districts under this program.

## School Master Support/Data Warehouse

Personnel Data: .2 FTE

Service – Resolution

HESD pays for School Master annual support for all component school districts as well as the costs associated with the Data Warehouse.

## E-rate Support

Personnel Data: .2 FTE

Service – Resolution

HESD provides assistance in filling out Form 471, Form 486, and BEAR, and meeting deadlines.

## Network Services

Personnel Data 1 FTE

Service – Resolution

HESD maintains and provides the network infrastructure and domain for the component school districts. Necessary personnel to support the above services through application programming, customer service (help line support, training in a computer lab and user groups) and network operations are provided by HESD. Assistance is also provided to local school districts in evaluating needs for technology and how to use the available services.

## **Estimated Funding Amount and Source for 2010-2011**

Local/SSF	\$175,000
Appropriate Allocated Costs*	<u>21,051</u>
<b>TOTAL</b>	<b>\$196,842</b>

\*OAR 581-024-0285 (5) Appropriate allocated costs of personnel, supplies, materials, equipment, and facilities associated with providing resolution services may be allocated to the local service plan and included in the 90 % calculation.

## Entrepreneurial Services

*As per ORS 334.185 as amended by House Bill 3184 Section 8, " an education service district may provide entrepreneurial services and facilities to public and private entities and to school districts that are not component school districts of education service districts if:"*

- The services are part of the local service plan developed pursuant to ORS 334.175
- The services are provided pursuant to a business plan; and
- The primary purpose of the services is to address the need of component school districts.

### Eastern Oregon Technology and High Desert Air

Eastern Oregon Technology and High Desert Air operate as an extension of HESD to accelerate technology support, knowledge, and infrastructure established by the ESD to support schools. Funding sources for this enterprise include contracts or reimbursable services for local government agencies and private businesses or residences. Outside contracts provide budgetary flexibility and stability necessary to the continuing support of schools.

Eastern Oregon Technology does provide contracted services to component school districts. These contracted services are offered at a 'cost recovery' rate and are exclusive to the component school districts. Component school districts may contract for connection, internet access, computer repair and basic maintenance with Eastern Oregon Technology.

Component school districts may also choose to purchase computers and supplies from Eastern Oregon Technology. These items are offered to component school districts with a deeper discount not offered to the general public or other school districts.

**Total Projected Budget for Technology Services - \$789,230**

### TOTAL BUDGET EXPENDITURES FOR RESOLUTION SERVICES

Oregon Revised Statue 334.177 requires *an "education service district board shall 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 adopted by the district board in the local service plan and approved by the component school districts of the education service district through the resolution process in ORS 334.175."*

Core Service	2010-2011 Approved Budget
Administrative and Support Services	\$ 126,520
Children with Special Needs	\$ 326,046
School Improvement	\$ 325,998
Technology Support	\$ 196,842
<b>Total</b>	<b>\$ 975,406</b>

#### Projected Expenditure for 2010-2011

Amount Budgeted	\$ 975,406
Cost Share, Fees, etc.	<u>\$ (61,900)</u>
<b>Actual Expenditure</b>	<b>\$ 913,506</b>

## School Improvement Fund

HESD does not anticipate receiving funds for school improvement in the 2010-2011 school year.

### Grant Funded Programs Proposed 2010-2011

#### **Early Intervention/Early Childhood Special Education - \$140,763 2.5 FTE**

This combination federal/state funded program serves preschool children with disabilities. Early Intervention provides services to children from birth to age three. Early Childhood Special Education provides specially designed instruction to meet the unique needs of preschool children age three until the age of eligibility for kindergarten. Funding is based on the prior year.

#### **Great Start/Healthy Start - \$60,941 1.65 FTE**

A family support program funded through the Commission for Children and Families and Family Connections and Support. Components included preschool activities for 4 and 5 year old children, infant and toddler groups, and young parents' workshops. First-birth mothers also receive in-home support from trained staff. Funding is anticipated to remain stable.

#### **DHS Family Support - \$22,967 .25 FTE**

A family support program funded through the Oregon Department of Human Services.

#### **Head Start Program - \$740,064 10.8 FTE**

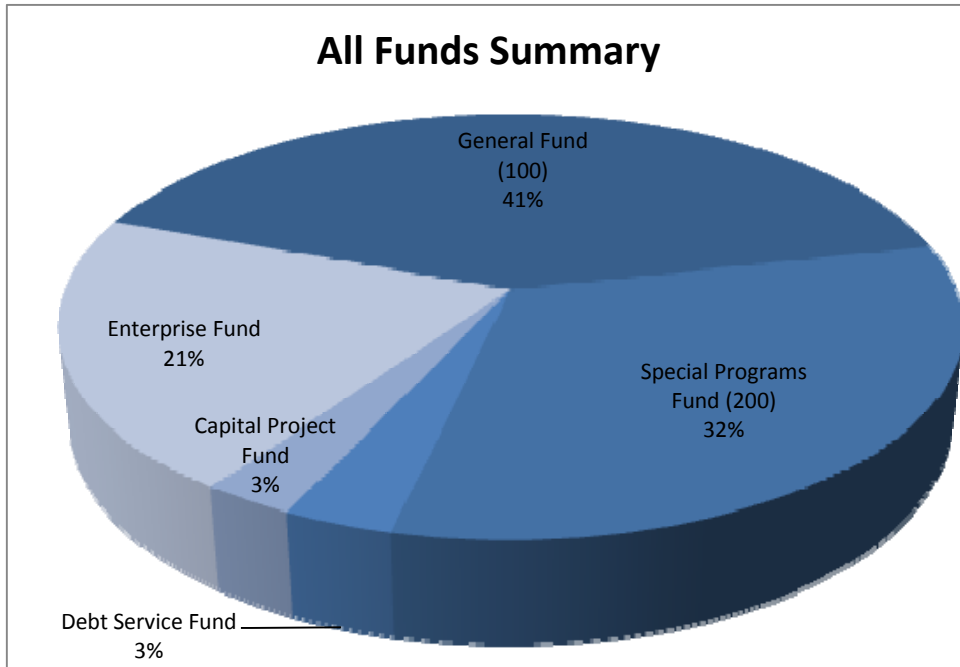
This combination federal/state funded program serves families with preschoolers in Harney County. State funds are used for the center-based preschool administered under federal head start guidelines. The program provides classroom education, nutrition, health and wellness, and support to families who qualify under needs-based criteria. The home-based preschool program is federally funded and is specifically designed to serve families of our rural, remote areas of Harney County. This program provides head start services through home instruction and weekly socialization group activities at Crane or a rural elementary school for families who qualify under a needs-based criterion. Funding is capped by Office of Head Start. Head Start staff assesses students, then monitor and report progress using Galileo Online. Curriculum is then adapted to Galileo findings, readying students for kindergarten. The Head Start program transitions 75% of all kindergarten students in the Burns Hines school district. Every spring Head Start students transitioning to kindergarten visit the elementary school to meet with kindergarten teachers and tour the school.

For the 2009-2010 fiscal year, the Head Start program was fully enrolled with 80 children. All students receive developmental screens along with 98.5% receiving health and dental screenings.

The program requires parent involvement. Involvement is encouraged in a variety of ways such as volunteering, substituting for educational assistants, serving on policy council and participating at parent night.

**Total Special Programs Fund - \$964,735**

# 2009-2010 All Funds Summary (Approved)



General Fund	\$1,548,441.00
Special Programs Fund	\$1,202,892.00
Debt Service Fund	\$127,108.00
Capital Project Fund	\$106,639.00
Enterprise Fund	<u>\$785,229.00</u>
	<b><u>\$3,770,309.00</u></b>

## HARNEY EDUCATION SERVICE DISTRICT REGION XVII ANNUAL PERFORMANCE MEASURE RESULTS

Harney ESD would like this to be an instructive and useful learning tool, therefore please comment only on the services you have used during the 2009-2010 school year. Place a check mark in the column that best describes your rating of the service. Choices are *exceeds expectations*, *meets expectations* and *does not meet expectations*. Write a comment addressing a service success and/or a constructive way to improve the service.

142 Surveys were sent and 34 were returned which is 23.9% rate of return.

### LOCAL SERVICE PLAN FOR TECHNOLOGY SUPPORT

SERVICE	Does not meet expectations	Meets expectations	Exceeds expectations	SUCCESS/IMPROVEMENT
Network Administration	3	17	5	Always good. Support infrequent, available & qualified tech staff insufficient and ineffective. We appreciate Scott's attitude and responsiveness to our school's needs. Nice job! Ongoing filter issues, and non-functioning programs, equipment, network all year.
School Master Support	6	12	2	Much improved can now access all info for students. Always good. This does not exist as a service. No training. No support. Not accessible to teachers yet. No training. Teachers do not know how to use it and no support from ESD.
Internet Access	2	24	7	Always good. Great! Filter for school supplies is <u>very</u> inconvenient. Filter is inferior, as is its administration and management. Can't use V-Tel and other video programs because of T1 issues on ESD end.
E-Rate Management <b>(Administrators only)</b>		7	2	
E-Mail Access	1	22	8	I rarely get junk mail!; It's okay, but not as "friendly" as before, but this is less costly/free? Always good. Great! Issues for teachers regarding basic html only access.

### LOCAL SERVICE PLAN FOR SCHOOL IMPROVEMENT

SERVICE	Does not meet expectations	Meets expectations	Exceeds expectations	SUCCESS/IMPROVEMENT
Instructional Support	3	23	1	Needs continued improvement and on-going communication. Better this year. Needs improvement. Needs more on-going regular communication
Professional Development	2	20	6	Greatly appreciate the support/training in Singapore Math. Believe this could be improved, but many teachers are unaware of offerings. Needs cohesion-same subject or curriculum looked at and examined over a period of time, less jumping around. We appreciate Gail's hard work in bringing us staff development that is a fit for our needs. Marginal Meets with the exception of providing school master support.
Rural Elementary Music Instruction <b>(participants only)</b>	1	4	2	
Learning Resource Library		12	5	
High School Voc/Ag-		2	2	

Support <b>BHS/CHS only</b>				
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### LOCAL SERVICE PLAN FOR CHILDREN WITH SPECIAL NEEDS

SERVICE	Does not meet expectations	Meets expectations	Exceeds expectations	SUCCESS/IMPROVEMENT
Speech / Language / Articulation	2	18	1	Jane has been a true professional, very knowledgeable. Okay, service to kids is on the slim side, sometimes below their plans. I realize there is a shortage of qualified personnel, as well. Lots of changes, inconsistencies (some out of your control!) Once a week is not enough for rural students. Great just wish we could do this more often.
Extended School Year Support ( <b>Burns/Hines only</b> )	1	5	2	Works great

### LOCAL SERVICE PLAN FOR ADMINISTRATIVE AND SUPPORT SERVICES

SERVICE	Does not meet expectations	Meets expectations	Exceeds expectations	SUCCESS/IMPROVEMENT
Local Government Employers Benefit Trust Fund ( <b>Administrators only</b> )	1	3	2	
Home School Registration	1	4		Do we need to streamline & improve the registration process to eliminate possibility a student's not registering at all. I'd like to talk to discuss it with you.
Truancy/Attendance ( <b>Crane and Rural Schools only</b> )		7		
Printing/Binding Services	1	14		
HESD Courier Delivery/ Communication		14	3	
Title Programs Consultation ( <b>Rural School participants only</b> )		9	1	
Grant Writing Consultation ( <b>This year Rural School participants only</b> )		9		
Rural Schools Policy Update Service ( <b>Rural Schools only</b> )		9	1	
Payroll Services ( <b>Dist#3 only</b> )		11	3	Seems okay!
Bank Reconciliation Services ( <b>Dist #5, #10, #28 only</b> )		8		

**ADDITIONAL COMMENTS:** We continue to have concerns about access to web-sites used for instruction. Our new filter program seems very restrictive. It hampers encouraging teachers to use technology in their instruction. - Our ESD is great and I would not be able to do my job without their support. - Technology services are the biggest issue. Filter was chosen for monetary reasons and is not effective or reasonable for teachers to use. T1 bandwidth has been unacceptable. V-Tel and other video programs do not function as a result.

## **Review of Component District Operations**

For the 2009-2010 school year, ODE has suspended the Review of District Operations. The review of Component District Operations will resume next year. ODE will notify ESDs by September 1<sup>st</sup>, 2010 on which operations will be up for review for the next year.

# ESD SELF-APPRAISAL REPORT

The following Oregon Administrative Rules have been selected for review for the current year.

**INSTRUCTIONS:** A "YES" or "NO" response is required for each of the legal requirements listed on the form. For each "NO" response, please explain why the ESD is out of compliance, and when and how the situation will be corrected. Please use the form at the end of this document.

## LOCAL SERVICE PLAN (OAR 581-024-0285)

The district has developed and adopted a Local Service Plan. .... YES  NO

The district's Local Service Plan was approved by the boards of the component school districts via the resolution process on or before March 1. .... YES  NO

The Local Service Plan included all services and facilities provided by the district including the core services as defined in ORS 334.175. .... YES  NO

The Local Service Plan contained annual performance measures. .... YES  NO

Amendments to the Local Service Plan were properly approved according to ORS 334.175 (6). YES  NO

The district expended, or plans to expend, 90% of all amounts received from the State School Fund, including local revenues as defined in ORS 327.019 (1) (b), less the amounts distributed under ORS 327.019 (8) on services approved in the Local Service Plan. .... YES  NO

The district expended, or plans to expend, 100% of all amounts received from the School Improvement Fund on services adopted in the Local Service Plan through the resolution process. .... YES  NO

The district has offered to provide component districts services in the following categories:

Children with Special Needs ..... YES  NO

Technology Support ..... YES  NO

School Improvement ..... YES  NO

Administrative and Support ..... YES  NO

Other services required by state or federal law, or approved in the Local Service Plan, but not included in another category. .... YES  NO

The district's Local Service Plan addresses the Core Service Goals as required in ORS 334.175 (1) YES  NO

The district has properly documented all entrepreneurial services it provides to non-component school districts, other public, nonprofit and private entities as required in ORS 334.185 and OAR 581-024-0205 (11) ..... YES  NO

The district has forwarded, or will forward, a copy of its Annual Report including its 2009-2010 Local Service Plan to the Department by June 30. .... YES  NO

## MISSION, ROLES AND GOALS (OAR 581-024-0208)

The district has adopted a statement of goals compatible with the legislated mission, roles and goals as set forth in ORS 334.175. .... YES  NO

## ADMINISTRATION (OAR 581-024-0240)

The district has completed and forwarded promptly all reports required by state and federal governments. YES  NO

All district employees responsible for funds, fees or cash collections are covered under a district board-approved bond. .... YES  NO

## STAFF (OAR 581-024-0245)

The district has assigned licensed personnel in accordance with Rules of Licensures as determined by the Teachers Standards and Practices Commission. .... YES  NO

The district maintains current personnel policies. .... YES  NO

The district maintains an organization chart that describes the relationship between the board and its employees. YES  NO

The district makes copies of its policies available to the employees and the public. .... YES  NO

**DISTRICT BOUNDARY BOARD (OAR 581-024-0250)**

Minutes of boundary board meetings are recorded and maintained. .... YES  NO

Boundary board meetings and minutes are separate from the district board meetings and minutes. YES  NO

Records of component districts' boundaries and identification numbers are maintained by the district based on information in the office of the respective county assessor. .... YES  NO

Adopted policies related to boundary board matters have been adopted under ORS 330.090. YES  NO

Procedures for conducting hearings, reporting findings and conclusions comply with OAR 581-025-0005 through 0015. .... YES  NO

**ATTENDANCE SUPERVISION (OAR 581-024-0255)**

The district provides attendance supervision for component school districts of less than 1,000 ADM. This service is in the approved Local Service Plan, and is included in the district's expenditure requirement. .... YES  NO

**CHILDREN INSTRUCTED BY PARENT OR PRIVATE TEACHER (OAR 581-024-0257)**

The district has adopted and implemented policies and procedures in accordance with OAR 581-021-0026 through 0029. .... YES  NO

**BUDGETS (OAR 581-024-0260)**

The district can provide evidence that the district's budget has been properly developed, adopted and implemented. YES  NO

**BUDGET COMMITTEE (OAR 581-024-0262)**

The district's budget committee has been appointed according to ORS 334.240, except in counties which have a Tax Supervising and Conservation Commission. .... YES  NO

The district has adopted policies which assure component districts equitable representation, identify the nomination and appointment procedures, and set terms of office for three years. .... YES  NO

**AUDITS (OAR 581-024-0265)**

The district has insured that an annual audit of its component districts and its own accounts has been conducted. YES  NO

The district maintains a file of component districts' and its own audits in the district headquarters. YES  NO

**STATE BOARD ASSISTANCE (OAR 581-024-0270)**

The district has assisted the State Board of Education and the Department of Education pursuant to provisions of ORS 334.005 (2) in providing state-level services and support of statutes and standards. .... YES  NO

The district has verified how it has assisted component districts to comply with statutes and rules applicable to their operation. .... YES  NO

The district has gathered and forwarded information the Department has required or requested. YES  NO

The district has, within its capabilities and when requested, provided personnel to assist in Department standardization visits and curriculum improvement. .... YES  NO

**FACILITIES SAFETY AND EMERGENCY PLANNING (OAR 581-024-0275)**

The district maintains inspection reports showing the district in compliance with health and safety regulations. YES  NO

The district conducts and documents regularly scheduled safety inspections of all facilities and properties under its jurisdiction, including required fire drills if children use these facilities. .... YES  NO

The district has posted an emergency medical plan for obtaining first-aid, ambulance, hospital and physician services. .... YES  NO

First-aid supplies and qualified first-aid personnel are available at district facilities. .... YES X NO \_\_\_\_

**REVIEW OF SCHOOL DISTRICT OPERATIONS (OAR 581-024-0228)**

The district has adopted a policy and procedures describing how the district shall work cooperatively with component districts to periodically review their operations. .... YES X NO \_\_\_\_

The results of the review have been reported to the State Board of Education as required in ORS 334.125 (9) (a). YES X NO \_\_\_\_

Please provide an explanation for each "NO" response on the Self-Appraisal Report. Duplicate additional forms as needed. Please sign and date each form.

Title and number of legal requirements: \_\_\_\_\_

Explanation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plan of Correction:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Date of Completion: \_\_\_\_\_

I DO HEREBY CERTIFY that all representations in this Self-Appraisal Report are true and correct to the best of my knowledge and that the district has evidence to substantiate this appraisal.

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date