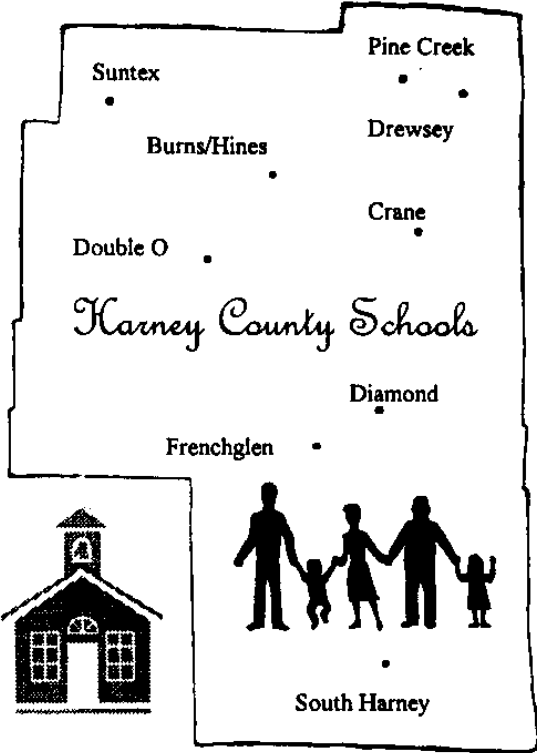


Harney Education Service District Region XVII

2010-2011 Annual Report
2011-2012 Local Service Plan



Harney Education Service District

581-024-0208

Mission, Roles and Goals

- (1) Each district shall provide regionalized core services to component school districts as provided in ORS 334.175(2) ... The goals of these services shall be to:
 - improve student learning,
 - enhance the quality of instruction,
 - provide professional development to component school district employees,
 - provide students equitable access to resources and
 - maximize operational and fiscal efficiencies for component school districts
- (2) In accordance with ORS 334.005 the mission and roles of the districts are as follows:
 - (a) The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level.
 - (b) An education service district plays a key role in:
 - Ensuring an equitable and excellent education for all children in the state;
 - Implementing the Oregon Education Act for the 21st Century;
 - Fostering the attainment of high standards of performance by all students in Oregon's public schools; and
 - Facilitating inter-organizational coordination and cooperation among educational, social service, health care and employment training agencies.

HARNEY ESD 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 2010-2011

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.

For the 2010-2011 school year, HESD 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, Curriculum and Instructional Support 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 10-11 school year than in 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. This will also continue to be the focus for the 2011-2012 school year.

In addition to the resolution services, HESD spent a great deal of time providing fiscal and administrative support to the Burns/Hines School District. Due to the economic climate and lack of leadership, the Burns/Hines School District struggled with a number of issues towards the end of the fiscal year. HESD's Superintendent stepped in as the Interim Superintendent free of charge, and the ESD also provided assistance in developing a balanced budget for the upcoming school year. Additional attention was given to their Middle School which is in School Improvement.

Profits from Eastern Oregon Technology (EOT), HESD's entrepreneurial endeavor, were used to help improve network infrastructure to our component school districts in the 2010-2011 school year as well as upgrade the computer lab at the Regional Service Center and pay for the internet filter for the component school districts. HESD will continue to utilize the profits obtained from EOT to help the component school districts.

Many of the programs at the Early Childhood Center were flat funded for the 2010-2011 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.

The Head Start Program underwent their federal audit this fiscal year. The federal audit is conducted every three years. The audit was favorable for the Head Start Program with no

major deficiencies. The only finding was corrected easily with the Parent Policy Council adopting a policy that board member are not paid.

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 6/2015
3 - Crane/Pine Creek/Drewsey	Charles Dunten	Term ends 6/2013
4 - Diamond/South Harney	Richard Jenkins, Jr.	Term ends 6/2015
5 - Suntex/Frenchglen/Double O	Daniel Brown	Term ends 6/2015
6 - At Large	Pete Merritt – Vice Chair	Term ends 6/2015
7 - At Large	Connie Barber -Chair	Term ends 6/2013

Administrative Office

Dennis B. Mills	Superintendent	millsd@harneyesd.k12.or.us
Kaeko Blackburn	Business Mgr	kblackburn@harneyesd.k12.or.us
Barbara Buchanan	Asst. Business Mgr	buchanab@harneyesd.k12.or.us

Component School Districts

Burns/Hines School District #3
Crane Elementary School District #4
Pine Creek Elementary School District #5
Diamond Elementary School District #7
Suntex Elementary School District #10
Drewsey Elementary School District #13
Frenchglen Elementary School District #16
Double O Elementary School District #28
South Harney Elementary School District #33
Crane Union High School District #UH1J

District

Superintendent

Burns/Hines School	Interim Superintendent Dennis Mills
Crane School Districts	Superintendent Pat Sharp
Diamond Elementary	No Administrator
Double O Elementary	No Administrator
Drewsey Elementary	No Administrator
Frenchglen Elementary	No Administrator
Pine Creek	No Administrator
South Harney	No Administrator
Suntex	No Administrator

LOCAL SERVICE PLAN

581-024-0285

Local Service Plans

The district board must develop and adopt a local service plan pursuant to ORS 334.175. The local service plan must include all services and facilities provided by an ESD, including core services as defined in ORS 334.175 (2), those services required by state and federal law and services provided under contract to component school district, non-component school districts and other public and private entities and must be approved annually by the ESD board and the component school 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

September thru October 2010 – Local Service Plan is developed by HESD and component school districts through a series of discussions and emails.

November 10, 2010 – Local Service Plan is submitted for review to HESD Board of Directors.

December 8, 2010 – Local Service Plan is presented for approval to HESD Board of Directors.

January 2011 – Local Service Plan is mailed to component school districts for approval

March 1, 2011 – Deadline for 2011-2012 Local Service Plan approval

Adoption Dates of 2011-2012 Local Service Plan

Dec 9, 2009 – Harney ESD

January 11, 2011 – Suntex Elementary School

February 7, 2011 – Frenchglen Elementary School

February 8, 2011 – Burns/Hines School District

February 10, 2011 – Diamond Elementary School

February 14, 2010 – Drewsey Elementary School, Pine Creek Elementary School

February 16, 2011 – Double O Elementary School

February 25, 2011 – South Harney Elementary School

March 1, 2011 – Crane Elementary School District, Crane Union High School

HARNEY ESD REGION XVII
MEMORANDUM OF AGREEMENT
Ballot Approval of 2011-2012 Local Service Plan

HARNEY EDUCATION SERVICE DISTRICT and _____
enter into this mutual agreement for Local Plan Services for the school year 2011-2012.

Resolution Services

Children with Special Needs

Speech Language Services

Extended School Year

School Improvement Services

Learning Resource Center/Media Center
GED Testing

Data Warehouse
State Spelling Contest

Administrative and Support Services

Unemployment Trust Fund
County Attendance Officer/Truancy
Medicaid Administrative Claiming
Courier Service

Grant Writing Reserve
Oversight of Home School Students
School Master Annual Support

Technology

½ T1 lines – rural school districts
Video Conferencing
Network Services

Email
Technology Lab
Erate Support

Monetary Support

Extended School Year
StRUT

Voc Agriculture
Harney County Student Program Support

Cost Share

Audiology Clinic/Vision & Hearing Screening
School Improvement
Technical Assistance
Print Services

Instructional Support @ \$3,500
Staff Development
Curriculum Alignment

Contracted Services – Please check items you wish to contract with Harney ESD

- Grant Writing (includes consultation) @ 8% of total grant awarded
- Title Programs Consultation @ \$100 per hour
- Teacher Evaluation (full year service) @ \$600 per teacher
- School Board Policy Service @ \$200
- Music Instruction (one session per week) @ \$7,250
- Music Instruction (additional half day session per week) @ \$3,625
- Payroll – contract to be determined by time and staff availability
- Accounts Payable – contract to be determined by time and staff availability
- Administrative Services – contract to be determined by time and staff availability

By submitting this signed agreement to the Harney ESD Administrative office, the Board of Directors of Harney County School District # _____ indicates approval of the 2011-2012 Local Service Plan. Ballots need to be returned no later than **March 1, 2011**.

Dennis B. Mills, Harney ESD Superintendent

Superintendent and/or Board Chair

Date

Date

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 2011-12

Local/SSF	\$263,197
Appropriate Allocated Costs	<u>67,161</u>
TOTAL	\$330,358*

**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 – 1.75 FTE

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.

Learning Resource Center/Media Center Program

Personnel Data - .10 FTE

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.

Music Program

Personnel Data - .70 FTE

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 the \$700 StRUT membership and makes the StRUT runs to Hood River.

Small High School Dues

Service – Resolution

GED Testing

Personnel Data - .15 FTE

Service – Resolution/Fee

Harney County Student Program Support

Service – Monetary Support

HESD provides monetary support to programs such as Harney Partners for Kids positive behavior and other special requests that benefit Harney County students.

Estimated Funding Amount and Source for 2011-2012

Local/SSF	\$239,056
Appropriate Allocated Costs	<u>55,968</u>
Total Budgeted	\$295,024
Less Cost Share, Contracts, & Fees	<u>(60,800)</u>
Total Adjusted Cost to HESD	\$234,224

**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	\$ 54,141
4	\$ 5,395
5	\$ 116
7	\$ 85
10	\$ 752
13	\$ 119
16	\$ 106
28	\$ 37
33	\$ 125
UH1J	\$ 7,130
TOTAL	\$ 68,006

County Attendance Officer/Tuancy

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 2011-2012

Local/SSF	\$177,333
Appropriate Allocated Costs*	<u>44,774</u>
Total Budgeted	\$222,107

**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 2011-2012

Local/SSF	\$234,946
Appropriate Allocated Costs*	<u>48,083</u>
TOTAL	\$283,029

*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 - \$934,914

TOTAL BUDGET EXPENDITURES FOR RESOLUTION SERVICES

Oregon Revised Statute 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."

The total amount for each core service category and a grand total is summarized below specifying the amounts from the State School Fund appropriations for services provided to the component school districts for the ensuing fiscal year. Not included are any budget estimates for contract or entrepreneurial services.

The category definitions under ORS 334.175 (2) (3) are:

Children with Special Needs: *This section induces but is not limited to special education services, services for at risk students and professional development for employees who provide these services.*

Technology Support: *This section included but is not limited to technology support for component school districts and the technology plans for those districts including infrastructure services, data services, instructional technology, distance learning and professional development for employees who provide these services.*

School Improvement: *This section includes but is not limited to services which support component school districts in meeting the educational and instructional requirements of state and federal law; services designed to allow ESDs to participate in and facilitate a review of state and federal standards related to the provision of a quality education; services designed to meet component school districts' educational and instructional priorities; services designed to address school wide behavior and climate issues, professional technical education and professional development for employees who provide these services.*

Administrative and Support: *This section includes but is not limited to services for component school districts' business, administrative and operational functions; liaison services between the Department and component school districts, and registration of children being taught by private teachers, parents or legal guardians pursuant to ORS 339.035.*

Other Services: *Included in this category are other services required by state or federal law designed to meet regional needs, are included in an approved Local Service Plan but not included in one of the above categories.*

Core Service	2011-2012 Approved Budget
Administrative and Support Services	\$ 222,107
Children with Special Needs	\$ 330,358
School Improvement	\$ 295,024
Technology Support	\$ 283,029
Total	\$1,130,518

Projected Expenditure for 2011-2012

Amount Budgeted	\$1,130,518
Cost Share, Fees, etc.	<u>\$ (60,800)</u>
Actual Expenditure	\$1,069,718

School Improvement Fund

HESD does not anticipate receiving funds for school improvement in the 2011-2012 school year.

Grant Funded Programs Proposed 2011-2012

Early Intervention/Early Childhood Special Education - \$141,763 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 - \$53,388 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 - \$39,455 .25 FTE

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

Head Start Program - \$706,439 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 2010-2011 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 - \$941,045

HARNEY EDUCATION SERVICE DISTRICT REGION XVII ANNUAL PERFORMANCE MEASURE RESULTS

As defined under ORS 334.175(4) and OAR 581-024-0205 (14), performance measures are procedures designed and administered by a district to determine component districts' satisfaction with the quality of ESD services they receive.

HESD 2010-2011 Annual Performance Survey Results

89 administrators and teachers were asked to participate in the survey/45 responded to the survey posted on survey monkey. This is a return rate of 50.5%.

E-mail Access-all districts	Response Count	Response Percent
Does not meet expectations	0	0.0%
Meets Expectations	34	75.6%
Exceeds Expectations	11	24.4%
N/A	0	0.0%
Learning Resource Center-all districts		
Does not meet expectations	0	0.0%
Meets Expectations	27	61.3%
Exceeds Expectations	9	20.5%
N/A	8	18.2%
Professional Development/Instructional Support-all districts		
Does not meet expectations	4	9.1%
Meets Expectations	24	54.6%
Exceeds Expectations	13	29.5%
N/A	3	6.8%
School Master Support-all districts		
Does not meet expectations	8	18.6%
Meets Expectations	29	67.4%
Exceeds Expectations	4	9.3%
N/A	2	4.7%
Speech and Language Service-all districts		
Does not meet expectations	1	2.3%
Meets Expectations	21	47.7%
Exceeds Expectations	12	27.3%
N/A	10	22.7%
Bank Reconciliation Service-districts 5, 10, 28		
Does not meet expectations	0	0.0%
Meets Expectations	3	10.0%
Exceeds Expectations	1	3.3%
N/A	26	86.7%
Grant Writing including Consultation-districts 5,7,10,13,16,28		
Does not meet expectations	2	6.3%
Meets Expectations	5	15.6%
Exceeds Expectations	0	0.0%
N/A	25	78.1%

Payroll Services-district 3	Response Count	Response Percent
Does not meet expectations	0	0.0%
Meets Expectations	19	48.7%
Exceeds Expectations	8	20.5%
N/A	12	30.8%
Rural Elementary Music-districts 7, 16, 33		
Does not meet expectations	0	0.0%
Meets Expectations	2	6.7%
Exceeds Expectations	1	3.3%
N/A	27	90.0%
Write a brief suggestion on how to improve a service which you rated as Does not meet expectations		
1. I'm not sure how the support could be improved in the area of Schoolmaster. It seems that when we apply what has been taught...there are malfunctions that need the help of Schoolmaster support services. We are not proficient in its use!		
2. The training on Schoolmaster was taken but access for the school was not available. The teacher tried later and the password would not work. The database for the rural school is too time consuming and is impractical, as it is. Maybe more intense training with the program is available and would be useful. This program has not been used this year.		
3. Access to Schoolmaster at home, so we don't have to come to school on the weekends to work on our grades. Also more training on Schoolmaster.		
4. Allow teachers to access Schoolmaster from home to enter grades.		
5. Would have been nice to have Schoolmaster questions and issues worked out sooner and to have taken our questions seriously, understanding the importance of them. Seemed to get the run around constantly with that software.		
6. Would like to have someone come to the school to work on Schoolmaster with the teachers on specific needs for their class and school.		
7. Communication/consultation with the district teachers/administrator regarding our needs and available services would be very helpful.		
8. Serves only to preserve the existence of the office in planning and outreach and is redundant with help from Umatilla ESD and local professional development from the local school district.		
9. Instructional Support does not meet because she has not come to the school all year long. In-services meet.		
10. Speech and Language barely meets because not enough time is spent with students-15 minutes per student per week.		

Review of Component District Operations

581-024-1228

Review School District Operations

- (1) Pursuant to ORS 334.125(9) each district board shall adopt policy and procedure describing how the district shall work cooperatively with component school districts to periodically review their operations.*
- (2) The results of the review and report shall be summarized and reported to the Board as part of the district's annual report which is to be submitted by June 30 of each year.*
- (3) Unless specifically waived by the Board, the operations to be reviewed shall be accomplished as follows (and may be revised by the State Board of Education):*
 - a. Accounting, payroll and printing; pupil transportation; legal services, investments and auditing; insurance and student records management. The order (and selection) of review may be determined by the ESD and the component school districts.*
 - b. Other operations identified by the state board prior to September 1 of each year.*

The section will identify the operation(s) reviewed, decisions reached and the actions determined necessary if any. In subsequent years, the description of the policy and procedures used, agendas and minutes of planning meetings and other supporting documents will be on file at the ESD and available upon request.

OPERATION REVIEWED: Accounting, payroll and printing

FINDINGS OF THE REVIEW:

Three of the component school districts use Vision software for their accounting and payroll needs while the remaining 7 school districts use Quickbooks. The Burns/Hines School District contracts with HESD for their payroll needs.

The Crane School Districts contract with an accountant for quarterly and annual payroll reports as well as bank reconciliations. Three of the smaller component school districts also contract with ESD for bank reconciliation to ensure internal controller measures are met.

ACTIONS DETERMINED NECESSARY IF ANY: The Crane School Districts cost share their Deputy Clerk position. Seven of the districts have no administration just board, clerk and teacher. They utilize their Deputy Clerk for their accounting and payroll needs since payroll and accounting is limited to one or two classrooms. The Burns/Hines School District contracts with the ESD for its payroll needs. There has been much discussion this fiscal year of consolidating the Burns/Hines business office with the ESD as a solution to decreased revenues. At this time however, the priority for the Burns/Hines School District is to find a Superintendent. Once a Superintendent is in place, then he/she can determine which direction the district wishes to take regarding the business department.

ESD SELF-APPRAISAL REPORT

Pursuant to ORS 334.217 each ESD annually completes a checklist to determine their compliance with applicable statutes and administrative rules. The checklist is prepared by the Department and distributed to ESDs for verification. Any "no" response requires an explanation and plan of correction to be submitted with this report.

581-024-0226

Assessment and Evaluation of Services

(1) Each district board shall file by June 30 of each year with the Superintendent of Public Instruction an annual report to include an adopted Local Service Plan, a review of Component Districts' Operations report and an 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 2011-2012 Local Service Plan to the Department by June 30YES 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 x NO ___

ADMINISTRATION (OAR 581-024-0240)

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

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

The district maintains current personnel policies. YES x NO ___

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

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

DISTRICT BOUNDARY BOARD (OAR 581-024-0250)

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

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

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

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

BUDGETS (OAR 581-024-0260)

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

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

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

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

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

The district has posted an emergency medical plan for obtaining first-aid, ambulance, hospital and physician services. YES x 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

INSTRUCTIONS: 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