



2023-2024 LOCAL SERVICE PLAN

HARNEY ESD REGION XVII

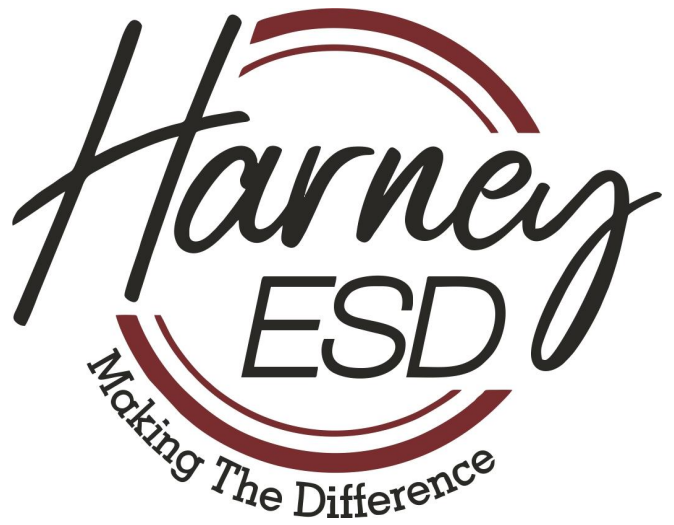


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Total Budget Expenditures for Resolution Services 15

Other Services and Contracted Services 16



Welcome from Superintendent Shannon Criss:

Welcome to Harney County -one of the most diverse and unique counties in the State. We are one of the largest counties and often the comment is, “there are more cattle than people in our County”. We span more than 10,000 square miles and offer some of the most diverse and unique features in the State. Travel through Harney County and you can explore the Alvord Desert, Steens Mountains, dozens of hot springs, lava beds, Malheur Wildlife Refuge, Wild Horse Corrals, historical landmarks and wide expanses of cattle ranches. We are proud to support seven one-room school districts and Crane districts, including one of the only remaining boarding high schools in the nation.

Harney County Education Service District continues its tradition of supporting 9 component school districts with a variety of services and supports. Our small team of dedicated professionals do “whatever it takes” to make a difference. These hard working, dedicated and professional staff are the key to our success and live and breathe the mission of making a difference. Our core values are steeped in the uniqueness of our County. These values include providing and advocating for the broader definition of equity, commitment to our component districts, leadership through advocacy at the local, state and national level, and working collaboratively with integrity to support the needs of our districts. Our seven member board has adopted these values and supports the ongoing planning and evaluation of programs for our component districts. We are proud of our role in the education community. We take very seriously our responsibility to provide support to each district in their own unique needs.

I am humbled to be part of the Harney Education Service District team of dedicated and professional staff. Together we can do so much. My goal is to continue to support the efforts and collaborative spirit of our team and to truly leave a positive impact on each and every person we meet.

The saying goes ~ “A child doesn’t care how much you know until they know how much you care.” And that is just as true for every person that we are privileged to work with.

VISION ~ our *WHY*

Providing data driven and equitable opportunities for successful learning

MISSION ~ our *PREFERRED FUTURE*

Enhancing the healthy development of the whole child from cradle to college

MISSION

MAKING THE DIFFERENCE

HESD Board of Directors

Zone 1 - Burns/Hines

Charles Schmidt-Vice Chair

Zone 5 - Suntex/Frenchglen/Double O

Dan Brown-Chair

Zone 2 - Burns/Hines

Sandy Volle

Zone 6 - At large

Tom Doman

Zone 3 - Crane/Pine Creek/Drewsey

Charles Dunten

Zone 7 - At Large

Julie Weikel

Zone 4 - Diamond/South Harney

Doug Stott

HESD Staff

Shannon Criss, Superintendent

Donna Schnitker, ECC Executive Director

Janet Caldwell, Program Director

Sallie Peila, Accounts Payable/Technology

Keely Randall, Human Resources

Carlee Stutz, SIA Support for Consortium

Crystal Hussey, Integrated Guidance Director

Lisa Tiller, Speech and Language

Corissa Wright, Chief Financial Officer

Brenda Engebretson, ECC Program Director

Katie Hill, Board Clerk/Admin. Assistant

John Friedrichsen, Technology Director

Stephanie Caldwell, Special Education

Raime Stoddart, SSA Support for Rurals

Cheyenne Fowler, Behavior Interventionist

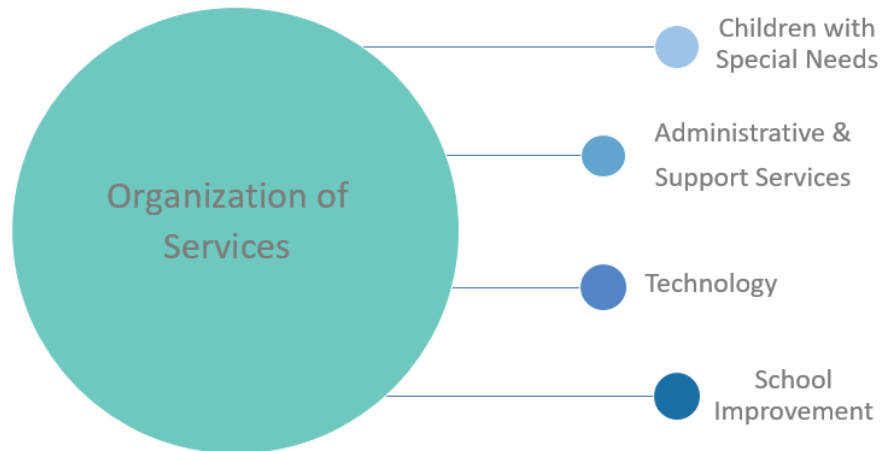


Component School Districts

Extended ADMw		
District #:	District Name:	ADMw:
HC School District # 4 (Sponsors Oregon Family School)	Crane Elementary	1213.15
HC School District #5	Pine Creek Elementary	28.38
HC School District #7	Diamond Elementary	35.62
HC School District #10	Suntex Elementary	29.84
HC School District #13	Drewsey Elementary	41.49
HC School District #16	Frenchglen Elementary	33.85
HC School District #28	Double O Elementary	27.76
HC School District # 33	South Harney/Fields Elementary	36.86
HC School District #UH1J (Sponsors Silves River Charter School)	Crane High School	1201.26
		2648.21

Organization of Services

Oregon ESDs are required to provide services through Local Service Plans in the following four areas



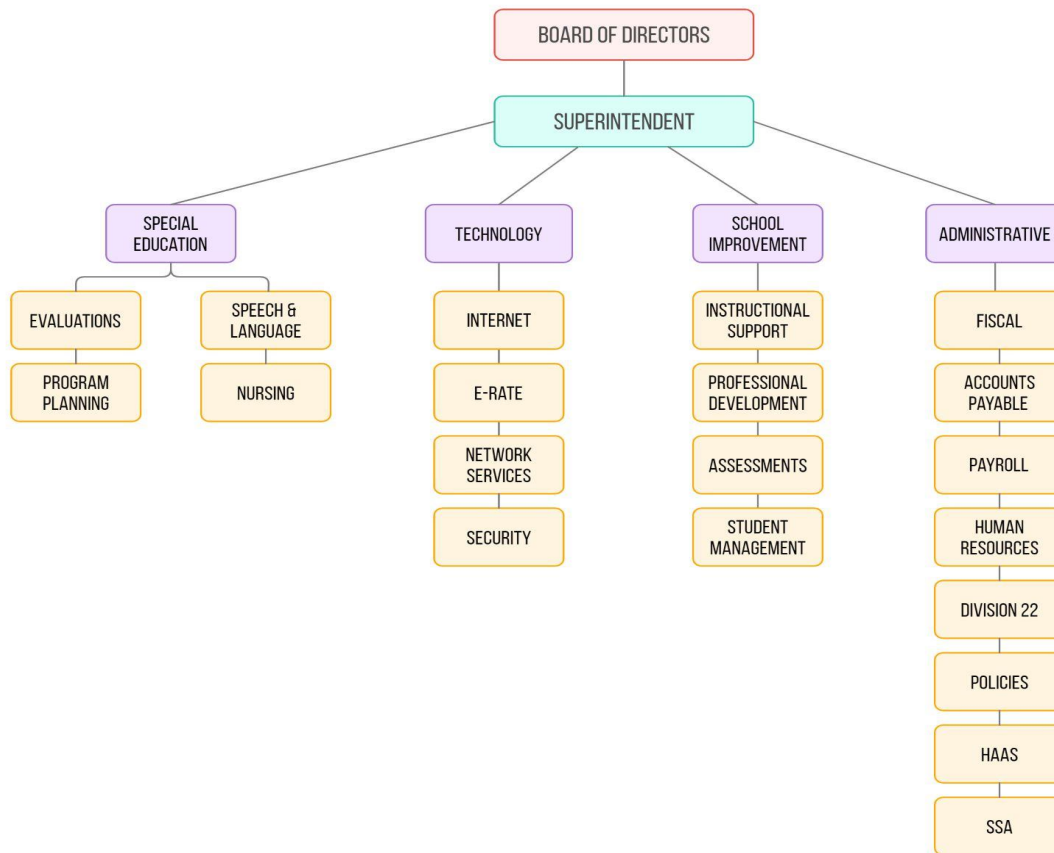
Goals

The goals of Harney Education Service District (HESD), aligned to the four core areas are to:

- * assist component school districts in meeting the requirements of state and federal law
- * improve student learning
- * enhance the quality of instruction
- * provide relevant and high-quality professional development
- * provide access to equitable access to resources
- * maximize operational and fiscal efficiencies

HESD meets the challenges of its mission by providing services to its component districts. Serving about 350 students, and helping to support 2 charter schools in a 10,000 square-mile geographically challenging area, requires a commitment to education. Harney County has seven of the 15 rural/remote school districts in Oregon and all of them are considered Frontier Districts. We are fortunate that our component high school district recognizes the uniqueness of our region and supports the additional supports that our frontier K-8 school districts need. Burns School District #3 has opted out of educational district services. We continue to collaborate and keep open communication lines for the benefit of all.

Organizational Flow Chart of LSP Resolution Services



Annual Performance Measure

HESD will use both an online and a mail-in survey for school districts to measure the effectiveness of services found in the Local Service Plan. A summary of this performance measure will be used to guide future services.

Approval

The criteria for approval of the Local Service Plan is adoption by the board of the education service district and 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)*. An amendment to a local service plan may be done at any time.

Expenditure Requirements

ORS 334.177 requires that HESD expend at least 90% of all local revenues as defined in *ORS 327.019* and amount received from the State School Fund for services approved by constituent districts through the resolution process.

Calendar of Approval



NOVEMBER 2022 - JANUARY 2023 - RESOLUTION SERVICES DETERMINED WITH INPUT FROM COMPONENT DISTRICTS BUDGET ALLOCATIONS FOR RESOLUTION SERVICES

JANUARY 11, 2023 -LOCAL SERVICE PLAN SUBMITTED TO HARNEY EDUCATION SERVICE DISTRICT BOARD OF DIRECTORS FOR APPROVAL

JANUARY 12, 2023 - LOCAL SERVICE PLAN SUBMITTED TO COMPONENT SCHOOL DISTRICTS FOR REVIEW

FEBRUARY 2023 - LOCAL SERVICE PLAN SUBMITTED TO COMPONENT SCHOOL DISTRICT BOARDS FOR APPROVAL

MARCH 1, 2023 - DEADLINE FOR LOCAL SERVICE PLAN APPROVAL BY COMPONENT DISTRICTS

MAY 2023 - ANNUAL PERFORMANCE SURVEY SUBMITTED TO COMPONENT DISTRICTS. RESULTS ARE PROVIDED TO COMPONENT DISTRICT BOARDS AND SUPERINTENDENTS, AS WELL AS HESD BOARD OF DIRECTORS

RESOLUTION SERVICES

CHILDREN WITH SPECIAL NEEDS

Speech Language Services

Service – Resolution

Anticipated cost - \$115,000

Personnel Data – 1.0 FTE plus contracted services

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. Services are provided both in-person and through tele-communication. Educational assistant services for implementation of virtual speech and language services as well as purchase of technology necessary for high quality instructional services.

Hearing screenings will be incorporated into Speech and Language Services as a resolution service.

These screens are required for school districts to provide for their students. *OAR 581-022-0705 (1)*

(f) “The school district shall maintain a prevention health services program for all students which provides (f) Vision & hearing screening”

SPED Consortium Contracting

Service – Resolution

Anticipated Cost - \$55,000

Harney ESD has contracted with High Desert ESD for additional special education consortium services that cannot be provided locally. Rural SPED students will be provided services both at the Regional Service Center as well as onsite in districts. The SPED consortium consists of the agreed upon services including deaf and hard of hearing, life skills, physical therapy, occupational therapy and assistive technology.

Special Education

Service – Resolution

Anticipated Cost - \$100,000

Pass Through Dollars - Based on \$50-\$100/ADMw as LSP allows

Personnel Data - .5-1 FTE

Harney ESD will submit on behalf of the component school districts all State required reports which includes

- December SECC

- June Exit and Child Find Data Collection
- SPR&I

HESD will also perform File review, Child find, and purchase TIENeT program for **all districts** as well as Woodcock–Johnson Training for District SPED teachers.

HESD will provide the following services to component districts on an as-needed basis:

- Program Direction
- Academic testing for IEPs
- Evaluation services
- Resource and Basic Life Skills Consultation
 - 2 regularly scheduled meetings with qualifying students on IEPs or RTI and their teacher which may be held both in-person and virtually as determined by the special education teacher and classroom teacher.
- NOTE: Speech only IEP’s will be seen regularly by the SLP/SLPa and NOT the SPED coordinator.

All children with special needs services will be offered to students residing within the component school districts. Students will be served at their resident school district. In the event that a student attends a Charter School sponsored by a component school district, services will be provided at the component school district in which they reside with the five (5) IEP contractual limitations in place. ***However, all these services are limited to available HESD staff and the budget constraints of this service; program responsibility ultimately rests with the component school districts. School districts will be the fiscal manager for any awarded grants and are responsible for tracking special education expenditures.***

Nursing Services

Service – Resolution

Anticipated Cost - \$5,000

HESD will contract to provide nursing services to the component school districts. A registered nurse will assist districts in the healthcare needs of students on a 504 plan or IEP or students with medical needs. This includes writing medical protocols and health management plans along with staff training as needed to meet Division 22 requirements. This is not for on-site nursing services such as dispensing medicines or providing treatments to students.

Psychologist Services

Service – Resolution

Anticipated Cost - \$500 oversight costs

HESD will contract to provide school psychologist services to the component school districts. A school psychologist will be available for districts on an “as needed” basis for the purpose of observation and evaluation of students of concern through the referral process. Psychologist cost will be the responsibility of the component district. HESD Special Education/SEL/Counseling staff may assist as needed.

SCHOOL IMPROVEMENT

Instructional Support/Professional Development/Assessments

Service – Resolution

Anticipated Cost - \$130,000

Personnel Data – 0.5 - 1.0 FTE

Instructional Support/Professional Development/Assessment

HESD provides an array of options to assist school districts with school improvement efforts. These collaborative services build schools' capacity to make continuous, evidence based improvements and empower students to reach high learning standards.

School Improvement personnel are available to support and assist component districts to meet requirements of state and federal law, including but not limited to:

Professional Development and Events

- Developing, delivering and coordinating professional Development for educators, administrators, licensed specialists and educational support staff based on district need and district request.
- Developing and supporting implementation of site based improvement priorities.
- Partnering with districts/regions to provide a variety of professional development needs based upon district request

Data Analysis

- Data reporting tools
- Oregon Report Card district data analysis
- School wide data analysis
- Data Teams
- Formative assessment development
- Goal setting and development
- Professional learning community development
- Rtli Model — strengthening efficacy
- Comprehensive Needs Assessments

Standards and Assessments

- Common assessment development
- Standards mapping and alignment
- Oregon Statewide Assessment System (OSAS) support
- Assessment training
- Standards-based instruction
 - Benchmark/Interim Assessment implementation planning

Technical Consultation and Support

- Building, conducting, and analyzing surveys
- Consultation with Oregon Department of Education
- Curriculum renewal and adoption
- ESEA Waiver requirements
- Federal and State Title grant compliance consultation
- Research Review
- School appraisal support
- School improvement coaching and consulting
- Teacher and administrator work groups
- Teacher Evaluation Plan Development, SB 290
- Training and organization of CPI training through PACE
- Training on technology implementation to support student achievement
- EasyCBM coordination, beginning of the year organization, new student input and consultation as needed
- Learn360 coordination

Physical Education Support Services

Service – Resolution

Anticipated Cost - \$5,000

HESD will contract to provide physical education oversight services to the component school districts. A certified athletic trainer will assist districts in training and oversight of physical education issues including, but not limited to concussion protocol training, assisting with issues if a student requires physical therapy services when involved in physical education classes or school-sponsored athletics. This includes training staff at the beginning of each year on concussion protocols and safe routines for engaging in physical education classes. This is not for on-site athletic trainer services.

Media Specialist

Service – Resolution

Anticipated Cost - \$10,000

Personnel Data - .05 FTE

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.

A licensed school librarian is required to meet Division 22 assurances. In the event a librarian is not willing to provide those services dollars budgeted will be used to provide other professional development opportunities and/or library resources. We have contracted with a retired school librarian to assist with meeting Division 22 library requirements.

Learn 360 is provided free of cost to all school districts under this program. Cost is \$161 per year. Membership also provides discounted access to other databases such as Mailbox Infobase at a cost of \$546 per year.

ADMINISTRATIVE AND SUPPORT SERVICES

County Attendance Officer/Truancy

Service – Resolution

Anticipated Cost - \$5,000

Personnel Data - .05 FTE

This is a state mandated service to districts with less than 1,000 students enrolled. *ORS 339.040(1)*. This service involves contacting the affected families in response to attendance infractions reported by the school districts. The responses include letters and court appearances. HESD shall grant upon written application from the district school board having a school census of more than 200 and less than 1,000 children permission to appoint their own attendance supervisor *ORS 339.040(3)*.

Oversight of Home School Students/Homeless Students/Foster Care

Service – Resolution

Anticipated Cost - \$5,000

Personnel Data - .05 FTE

The HESD acts as a registrar for homeschool students in Harney County. HESD maintains student files, provides notification of enrollment, and possible testing sites. 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(2)* which states “*parent, legal guardian or private teacher shall notify the education service district in writing.*” “*The education service district shall acknowledge receipt of any notifications in writing.*”

The ESD will coordinate with component schools in the implementation of requirements related to the McKinney-Vento Homeless Student Act and the Foster Care Student Educational Stability Act.

Board Policy Subscription Service to OSBA/Policy Update Services

Service – Resolution

Anticipated Cost - \$7,500

HESD pays for the Board policies for the component school districts

Student Management Software – Synergy/Tyler SIS

Service – Resolution

Anticipated Cost - \$30,500

Personnel Data - .05 FTE

HESD will pay for the Student Management Software licenses and software support for component school districts who wish to participate in this consortium.

Teacher Evaluations/Software/Forms/Job Recruitment

Service – Resolution

Anticipated Cost - \$35,000

HESD will create and/or purchase for school districts, forms and/or software to be used for teacher evaluations. Harney ESD maintains a list of qualified substitute teachers for the rural school districts. Job postings are coordinated through HESD. Current postings are contracted through COSA and TalentEd.

Certificated teacher evaluations - HESD administrators will provide yearly teacher evaluations for up to 3 teachers per component district. Charter school teacher evaluations will be covered in lieu of sponsoring district evaluations. Evaluations will be conducted in order to fulfill Division 22 requirements (mid year and summative evaluations). In the event that a teacher is found to be in need of improvement or has potential for non-renewal districts will be charged at the Administrative Contract rate for additional observations and paperwork. Cost of TalentEd (Power School) for teacher evaluations is approximately \$5,250.

Job Postings

- Certificated and Administrative postings may be processed through the ESD as requested. Currently the following sites are used for postings; costs shown are for the 2022-2023 year and may change:
 - TalentEd - \$950 per calendar year
 - Confederation of School Administrators (COSA) - \$300 per school year
 - Oregon School Board Association (OSBA) - \$260 per posting - administration only
 - Facebook/Social Media/websites

Integrated Pest Management Coordinator/Asbestos Inspection

Service – Resolution

Anticipated Cost - \$50/hour - \$5,550

Personnel Data - .05 FTE

HESD will contract for Asbestos Inspection. HESD has designated and trained staff who will provide oversight, training and consultation for completion of HASS plans and Integrated Pest Management. School districts will be responsible for any notifications, spraying of bugs, rodent control, etc.

Crisis Response

Service – Resolution

Anticipated Cost - \$50/hour - \$5,000

HESD will provide yearly training and information on what to do in the event of an emergency for all districts. This will include coordination with Symmetry Care and the creation of a Crisis Response Calling Tree.

HESD will provide guidance and support in implementation of Adi's Act and Senate Bill 52. We will assist with the development of suicide prevention plan, assist in the development of training for staff and students and research and support implementation of Lines for Life. We have been working as a County in the development of a Harney County-County-Wide Suicide Prevention, Intervention and Postvention Plan. The purpose of the plan is as follows: Prevention is an important aspect to decreasing the likelihood of suicide in Harney County. The Harney County Crisis Team is committed to providing prevention services and activities to students attending schools in our county. Harney County is committed to helping support the youth of our community to grow into thriving individuals who have skills to deal with stress, trauma, and other barriers they may face. A Harney County; County-Wide Suicide Prevention, Intervention and Postvention Plan has been created and will be shared with administrators in all buildings.

Senate Bill 52 -- known as Adi's Act -- requires school districts to adopt a policy on student suicide prevention, which is essential to creating an educational environment centered on student safety with an emphasis on assisting students prone to a high risk of suicide. Lines for Life is a regional non-profit dedicated to preventing substance abuse and suicide. We offer help and hope to individuals and communities, and promote mental health for all. Our work addresses a spectrum of needs that include intervention, prevention, and advocacy. We educate, train, and advocate to prevent issues of substance abuse, mental illness, and thoughts of suicide from reaching crisis levels. But when a crisis arises or support is needed, we are available 24/7/365 to intervene with personalized help.

TECHNOLOGY

Internet Access

Service – Resolution

Anticipated Cost - \$61,500

This money is used to provide internet access and existing T1 and Fiber connections to component districts. Cost of internet access connections is capped to fit current budgeted resolution dollars. Data lines to HESD are the responsibility of component school districts.

Erate Consortium

Service – Resolution

Anticipated Cost- \$5,000 (anticipated payback from prior year \$10,000)

HESD will apply for Erate on behalf of participating school districts for internet access and network infrastructure upgrades. HESD will pay for the consulting services. Participating districts will need to pay for their share of the service provider's undiscounted amount if they choose to accept any awards. Erate funds that are refunded back to the ESD for Category 1 expenses will be returned to Local Service Plan funding. Erate discounts are for primary

access coverage only; schools using more than one provider may need to cover the cost of the 2nd provider.

Antivirus/Filter/Gateway Security Suite

Service – Resolution

Anticipated Cost - \$159,777

These dollars will be used for antivirus and filters for component school districts. The amount of licenses available to each district is capped to prevent cost overrun. The cost of filters for school districts is also capped. Additionally, the ESD is providing **security coverage** (this is not insurance coverage) for all districts in the event of an internet cyber-attack. Arctic Wolf network monitoring security as an extra lay of security coverage app. \$110,000.

Network Services

Service – Resolution

Anticipated cost - \$115,000

Personnel data - 0.2 - 1.0 FTE plus contracted services

Dollars will be used for network services covering the core network equipment and core network services located at Harney ESD. This includes maintenance and installation of network software, switches, etc. Network Analysts provide support for the installation and maintenance of both wired and wireless local and wide area networks, connectivity to the internet component school districts.

This money provides management for firewalls, filters, switches, internet connections, G-Suite services, updates, etc. at the ESD location. Server provisioning, hosting of servers and network equipment along with backup services are provided to component schools.

All network equipment and network services located at the component districts and schools are the responsibility of component school districts.

TOTAL BUDGET EXPENDITURES FOR RESOLUTION SERVICES

Oregon Revised Statute 334.177 (2) 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 on services or programs that have been approved by the component school districts of the education service district through the resolution process described in ORS 334.175 (Core Services).”

Core Service	Anticipated Budgeted Expenditures
Children with Special Needs	\$413,000
School Improvement	\$145,000
Administrative and Support Services	\$93,550
Technology Support	\$331,277
Sub Total	\$982,827
Indirect Costs*	\$72,000
Total	\$1,054,827

Total Anticipated SSF - (\$1,600,844)

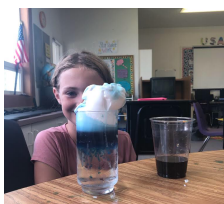
90% = (\$1,440,760)

Approximately 26.79% to School District #3 for opt-out - \$385,933

Remaining balance of \$1,054,827

Harney ESD has an approved indirect rate of 9%. For these purposes 5% is applied as program cost.

**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.*



OTHER SERVICES

EI/ECSE – Harney County

High Desert ESD sub-contracts with HESD to provide Early Intervention/Early Childhood Special Education (EI/ECSE) to families with children who have developmental delays. Early Intervention provides services for children from birth to age 3. Early Childhood Special Education consists of instruction for children ages 3 to the point at which they are eligible to attend public school.

Harney/Grant Early Learning Hub

The Harney Grant Early Learning Hub is one of 16 hubs located across the state. The Early Learning Hub is a coordinating body that pulls resources together to focus on early childhood education. The focus and energy of these hubs are to ensure children are ready for school by kindergarten.

Assessment Helpdesk

Intermountain ESD sub-contracts with HESD to provide Helpdesk support to Harney and Grant County for Oregon Statewide Assessment System (OSAS) support, kindergarten assessment, and ELPA21.

Aligning for Student Success - Supports for Students and for Systems

Student Success Act Consultation and Support

The Superintendent and/or her designee will continue to work closely with boards, staff and the community on engagement strategies and plan development in order to implement Student Investment Account compliance. Focal areas of technical support may include:

- Data collection and analysis that builds capacity of schools and districts to monitor and modify their strategies
- Technical support and guidance on implementation of SIA and compliance measures.
- Regional support in areas related to continued school improvement
- Compliance support (i.e., community feedback and engagement, board reports and adoption of plans as needed)
- Support, coaching and professional development for educators and administrators in strategies for social/emotional development and learning and the creation of a culture of safety and respect for all students and adults.

HESD is leveraged to assist with Student Success Act and Student Investment Account program requirements by hiring staff to support component districts. This includes, but is not limited to, oversight, support and guidance in the completion of plans and reports, issues related to learning gaps for students, social and emotional training and support and increased student achievement through program analysis, consultation and support. One of the positions is dedicated to supporting the unique needs of our rural one-room school districts and the other position is dedicated to supporting Crane Elementary School District and Crane Union High School District.

Safe Schools Personnel Support

Service – Other Services

Anticipated Cost -

Personnel Data - 1.0 FTE

Integrated Guidance of Six Initiatives

The Student Success Act Budget Bill (HB 5047) included a budget note directing “The Oregon Department of Education to explore the potential for combining grant applications, grant agreements, grant monitoring, and reporting for the School District Investment grants established in House Bill 3427 with other programs or grants administered by the agency including grants made from the High School Graduation and College and Career Readiness Fund (Ballot Measure 98), title grants where appropriate, and other grant programs identified by the agency.” This adjustment will support the alignment of engagement and planning processes with other initiatives. The new guidance being developed will set out to integrate guidance on six aligned programs and district responsibilities:

- High School Success (HSS) - \$8,771.93 - funds an FTE to support districts in meeting minimum eligibility requirements, which includes eligibility, planning, and reporting
- SSA TA allocation - \$410,832.00 - requirement to fund at least a 1.0 FTE liaison (one person or a combination) to provide technical assistance to districts to support SIA engagement, plan development, and implementation
- Continuous Improvement Planning
- Career and Technical Education - Perkins V (CTE)
- Every Day Matters - \$50,000.00 - Fund FTE to support each component district with professional learning and practice support changes related to chronic absenteeism.
- Early Indicator Intervention Systems (EIS)

Additional funding:

- ESSA - \$10,500 - federal funds for a regional convening for districts and schools to revise improvement plans
- GEER - federal funds that can be used in a variety of ways with the goal being to maintain continuity of instruction and access to resources during the pandemic.

ODE Integrated Guidance Specialist

Service – Other Services

Anticipated Cost -

Personnel Data - 1.0 FTE

The ODE Integrated Guidance (IG) Specialist oversees the six programs that have been blended under this program. These programs include Every Day Matters, High School Success, Student Investment Account, Early Intervention and Integrated Systems of Support, CTE and ESSER/GEER.

CONTRACTED FEE SERVICES



Board Clerk Services

Service – Contracted Services

Anticipated Cost - cost determined by specific district size and need

HESD will provide clerk services to include, but not be limited to:

- Attend board meeting
- Create, distribute and Publish Board Agenda
- Create, distribute and publish Board Packet
- Record, distribute and Publish Minutes
- Records all motions, votes and decisions of meetings
- Prepare and distribute meeting materials for all board meetings
- Gives public notice of all meetings and work sessions of the board
- Update board policy book and presents board policies to board
- Keeps and records minutes of executive sessions
- Notify board members of meetings
- Conducts general Board Correspondence
- Update and maintain Minute Book with minutes, resolutions and other legal documents
- Advertise for open positions and assist with School Board elections
- Assist with completion of ODE school district reports; excluding Electronic Continuous Improvement Plan, and CRDC as these reports are included with the Harney ESD Contract Services; Administrative Services
- Work with staff to complete required water testing
- Assist with compliance of and completion of Division 22 Requirements
- Assist with compliance of and completion of HASS Plan
- Assist with other necessary compliance items as they are issued by ODE

Fiscal Services (Business Services and A/P)

Service - Contracted Services

Anticipated Cost - costs determined by specific district size and need

HESD will provide fiscal services which may include, but not be limited to:

- Accounts Payable
- Payroll
- Budget planning and preparation
- Budget oversight
- Contracts and Reports
- Business Manager services - General Ledger

School and District Continuous Improvement Plans

Service - Contracted Service

Anticipated Cost - \$1200 per plan for CIP only (ODE may delay submission in 2022 to 2023)

HESD will develop District and School Continuous Improvement Plans, in coordination with contracting districts, and electronically submit plans to ODE. There is a proposal to combine six different ODE reports into a comprehensive plan. The six areas are High School Success, Student Investment Account, Continuous Improvement Plans, CTE, Everyday Matters and Early Indicators Intervention Systems. Plans are in place for the comprehensive program to be in place by the Spring of 2023. Adjustments in the cost for each component district will be determined by the number of programs being reported.

Administrative Services

Service – Contracted

Cost - \$3,500 per year

HESD will provide administrative services for contracting rural school districts for up to 12 hours. This may include, but is not limited to staffing concerns, student issues including suspensions, expulsions and hearings that are not part of special education. Administration will also attend at least 4 school board meetings with virtual meetings being an option.

Additional Administrative Services can be purchased at a rate of **\$150/hour for direct services/research; \$50/hour for driving time.**

Internet Desktop Services (Computer Services)

Service – Contracted

Anticipated Cost - \$85/hour

HESD will provide end-user computer management services of devices owned by the rural school districts. These services could include the following: operating systems support, hardware support, software support, computer security support, local network support, data

storage support, printer and other device support, and technology hardware and software asset management.

ODE Reporting/Data Collection

Service – Cost Share

Anticipated Cost - cost determined by specific district size and need

HESD will prepare and submit school and student information data for submission to the Oregon Department of Education. Report submitted for data collection will include:

- First Period Cumulative ADM – reporting from July 1 – October 1
- Second Period Cumulative ADM – reporting from July – December 31
- Third Period Cumulative ADM – reporting from July 1 – May 1
- Annual Cumulative ADM – reporting from July 1 – June 30
- Annual Cumulative ADM Exit Adjustment
- Instructional Unit Identifier (IUID)
- Unique Staff Identifier (USID)
- Staff Position
- Staff Assignment
- Class Roster
- Class Size
- Discipline Incidents
- CTE Course 22-23
- CTE Program -22-23
- CTE Student 22-23
- Freshman On Track
- ESEA Collections - Multiple
- Secure Student Identifier (SSID) Management
- District Specific Student Information System support (Synergy)
- District Specific Special requests for data extraction and reporting

**Data Collection may change due to ODE requirements.*

Districts which contract for this service must give HESD the necessary rights to provide the service. Contracting district staff and Board need to meet as needed for planning and reporting. This is an all-inclusive package, reports will be completed as necessitated by ODE.

Additional Contracted Services

Print services – cost recovery of supplies

The above listed Contracted Services are available as determined by time and staff availability. Rates will be dependent on the staff member and will include wages, benefits, supplies, mileage, etc. - unless noted otherwise.