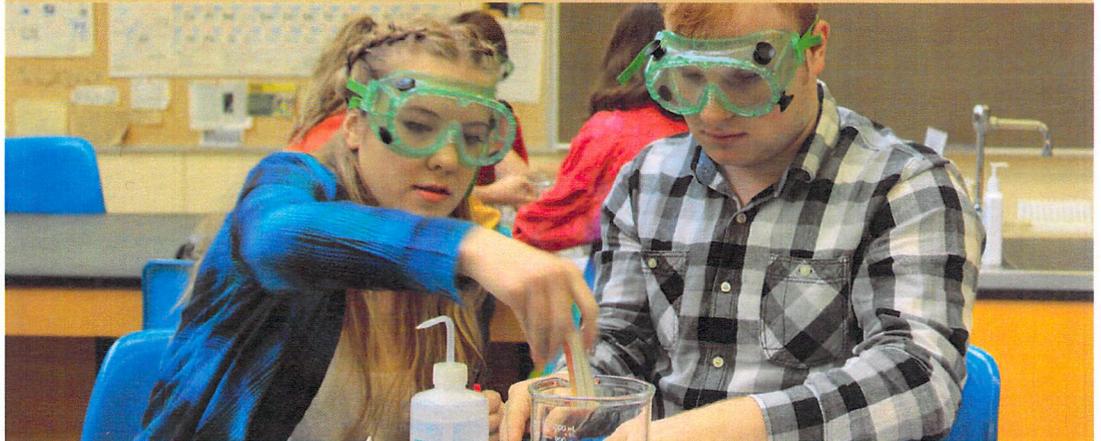


# 2016-2017 Local Service Plan



PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS



SCHOOL IMPROVEMENT SERVICES



TECHNOLOGY SUPPORT



ADMINISTRATIVE SERVICES

# Letter from the Superintendent

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Superintendents, School District Board Members and Interested Patrons,

RE: CLACKAMAS ESD LOCAL SERVICE PLAN

It is my pleasure to present the proposed Clackamas ESD Local Service Plan for 2016-2017. The services outlined in the plan have been approved by both the Clackamas County Chief School Administrators and the Clackamas ESD Board.

The plan represents a continuation of the service and funding model that was approved in 2014-2015. This model was adopted at that time in order to address the various levels of school district use of Clackamas ESD services.

As in past years, each local school district board will have the opportunity to review the Local Service Plan and then take action to approve or disapprove the plan. Once the approval process is completed, CESD staff will begin to develop a budget that will support the approved plan.

A great deal of thanks goes out to our component school district staff and board members. Through your support, Clackamas ESD can continue to provide the services needed by each of our districts from the smallest to the largest.

Sincerely,



Milt Dennison



# Clackamas ESD Board of Directors

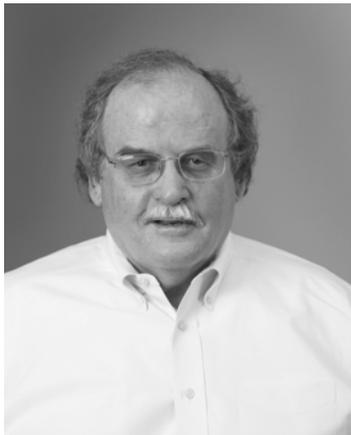
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Nadene Duffield  
Vice Chair  
Representing the County at Large  
Since 1996



Linda Brown  
Representing the County at Large  
Since 2015



John Thomas  
Representing Zone I  
Since 2009



Len Mills  
Representing Zone II  
Since 2006



Greg McKenzie  
Representing Zone III  
Since 2009

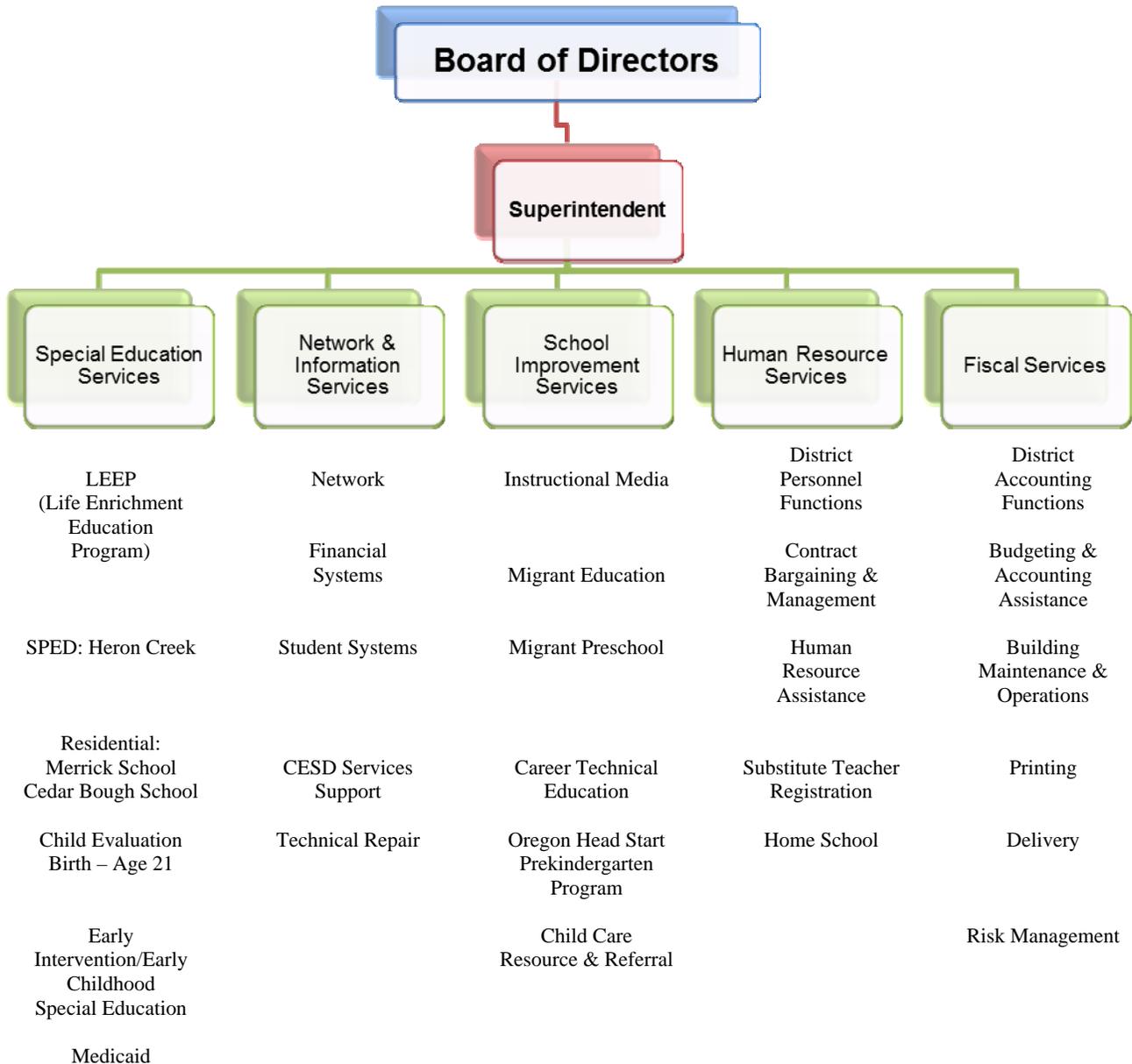


Jon Eyman  
Chair  
Representing Zone IV  
Since 2004



Susan Trone  
Representing Zone V  
Since 2000

# Clackamas ESD Organizational Structure

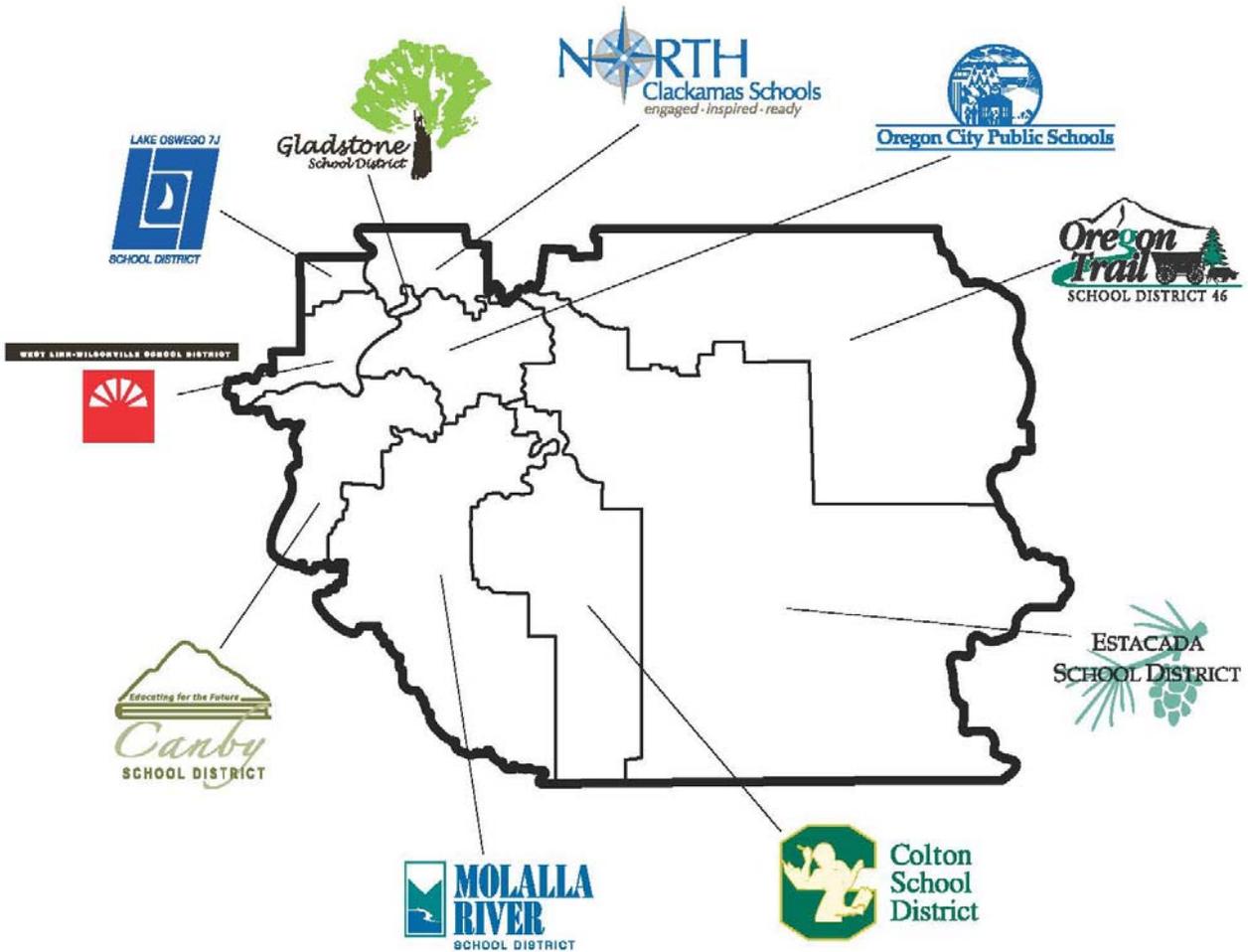


## Clackamas ESD Administration

- Milt Dennison ■ Superintendent ■ [mdennison@clackesd.k12.or.us](mailto:mdennison@clackesd.k12.or.us) ■ 503-675-4003
- Ron Hitchcock ■ Assistant Superintendent/HR Services ■ [rhitchcock@clackesd.k12.or.us](mailto:rhitchcock@clackesd.k12.or.us) ■ 503-675-4015
- Linda Eastlund ■ Director, Special Education Services ■ [leastlund@clackesd.k12.or.us](mailto:leastlund@clackesd.k12.or.us) ■ 503-675-4023
- Stuart Long ■ Chief Information Officer ■ [slong@clackesd.k12.or.us](mailto:slong@clackesd.k12.or.us) ■ 503-675-4077
- Carol Middleton ■ Director, School Improvement Services ■ [cmiddleton@clackesd.k12.or.us](mailto:cmiddleton@clackesd.k12.or.us) ■ 503-675-4024
- Carol Moore ■ Director, Early Childhood Education Services ■ [cmoore@clackesd.k12.or.us](mailto:cmoore@clackesd.k12.or.us) ■ 503-675-4150
- Tim Witcher ■ Chief Finance Officer ■ [twitcher@clackesd.k12.or.us](mailto:twitcher@clackesd.k12.or.us) ■ 503-675-4035

# The Districts We Serve

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# Clackamas County School District Superintendents

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**Trip Goodall** · Superintendent · Canby District 86 ..... 1130 S Ivy Street  
Canby, OR 97013  
503-266-7861 · goodallt@canby.k12.or.us

**Jay Kosik** · Superintendent · Colton District 53 ..... 30429 S Grays Hill Road  
Colton, OR 97017  
503-824-3535 · kosikj@colton.k12.or.us

**Marla Stephenson** · Superintendent · Estacada District 108..... 255 NE 6th Avenue  
Estacada, OR 97023  
503-630-6871 · stephensonm@estacada.k12.or.us

**Bob Stewart** · Superintendent · Gladstone District 115..... 17789 Webster Road  
Gladstone, OR 97027  
503-655-2777 · bob@gladstone.k12.or.us

**Heather Beck** · Superintendent · Lake Oswego District 7J..... 2455 Country Club Road  
Lake Oswego, OR 97034  
503-534-2000 · heather.beck@loswego.k12.or.us

**Tony Mann** · Superintendent · Molalla River District 35..... 412 S Swiegle Avenue  
Molalla, OR 97038  
503-829-2359 · tony.mann@molallariv.k12.or.us

**Matt Utterback** · Superintendent · North Clackamas District 12 ..... 4444 SE Lake Road  
Milwaukie, OR 97222  
503-353-6000 · utterback@nclack.k12.or.us

**Larry Didway** · Superintendent · Oregon City District 62..... 1417 12th Street  
Oregon City, OR 97045  
503-785-8000 · larry.didway@orecity.k12.or.us

**Aaron Bayer** · Superintendent · Oregon Trail District 46 ..... 36525 Industrial Way  
Sandy, OR 97055  
503-688-5541 · aaron.bayer@ortrail.k12.or.us

**William Rhoades** · Superintendent · West Linn-Wilsonville District 3J ..... 22210 SW Stafford Road  
Tualatin, OR 97062  
503-673-7000 · rhoadesw@wlwv.k12.or.us

# The Role of Clackamas ESD

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## In Public Education

The role of Education Service Districts (ESDs), as established by the state legislature, is to provide services to school districts and to promote equal educational opportunity throughout the state. ESDs provide services that are best managed on a regional basis—those required by state statute, those approved by local school district board resolution, those provided by contract, and those provided through state and federal grants.

The programs and services offered through the resolution process have been approved by at least two-thirds of the

county's school boards. In addition, the approving districts must have enrolled a majority of Clackamas County students.

Clackamas ESD's services may be used by any public school district in Oregon. In addition, non-public schools, colleges, and nonprofit agencies may use some services on a cost-reimbursement basis.

Through the provision of resolution services, state and federal grants, and contract-based programs, Clackamas ESD provides cost-effective support and leadership to local school districts.

## Accountability and Local District Relationship

The accountability mechanisms used by Clackamas ESD are varied to ensure that school districts receive the services they require. This is accomplished within the resources available through local taxes and state general fund support. Accountability structures include the use

of the CESD Board of Directors, the Budget Committee, superintendents, advisory committees, and program evaluations.

## Superintendents

The Clackamas ESD superintendent holds monthly meetings with the superintendents of Clackamas County school districts. Advisory committee recommendations that would result in major program changes are referred

to the superintendents before being considered for implementation. The superintendents play a major role in determining the services provided by CESD.

## Advisory Committees

Advisory committees provide a link between CESD program supervisors and local school districts. Appointed by district superintendents, the committee members meet regularly throughout the school year. Advisory committees annually review CESD programs and budgets, set goals, and recommend changes and

improvements. Members also provide technical advice and support. CESD administrative staff and Board members rely heavily on this source of information when planning and designing programs and services that are responsive to districts' needs.

# Mission, Goals, and Priorities

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## Mission

*Clackamas Education Service District is dedicated to providing leadership and services that are most beneficial to school districts. We provide these services in the interest of that which is best for children.*

## Ongoing CESD Goals

In support of its mission, Clackamas ESD maintains the following goals:

- To develop, strengthen, and maintain both formal and informal channels of communication with local school districts, the Oregon Department of Education, and other external educational and governmental agencies.
- To promote and facilitate the active participation of local school district representatives in the determination of services to be provided and the assessment of the quality of services provided.
- To identify and implement, within budgetary constraints, management procedures and technological developments designed to improve the delivery and quality of services.
- To provide excellence in education and equality of educational opportunity for all youth.

## Ongoing Priorities

On a rolling two-year basis, Clackamas ESD targets specific areas as agency priorities. Focus on these projects allows CESD to gauge its ability and efficiency as well as address growing service needs in the county.

The Board has adopted goals focusing on the following priorities:

- To be actively involved at the Board and staff level in Oregon Association of Education Service Districts and Oregon Department of Education initiatives.
- To develop and implement linkage opportunities with local school boards and legislators.
- To implement processes that will gather feedback from component school district staff and board members.
- To work with component school districts to develop and implement the Local Service Plan as required under HB 3184.
- To work with advisory committees and superintendents to ensure that resolution services funds are directed to the improvement of educational programs and services to children.



# Local Service Plan

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Clackamas County School District Board Members,

It is my pleasure to inform you that on December 16, 2015, the Clackamas ESD Board reviewed and adopted the 2016-2017 Local Service Plan. During the upcoming months the adopted plan will be presented to each of our component school district board members. Boards will then be asked to take action on whether or not to approve the plan.

As in past years, the LSP is based on input from the various CESD Advisory Committees. Recommendations are then reviewed and approved by the component school district superintendents. That approval also occurred on December 16.

Based on input from the superintendents, the service delivery model that was implemented in 2014-2015 will continue through the upcoming school year. This new model provides greater flexibility to the districts and recognizes the differences in school district use of CESD services. The model is reviewed by superintendents in September of each school year.

On behalf of the Clackamas ESD Board, I would like to offer my thanks for the support you have provided CESD over the years. The partnerships between CESD and our component school districts has become a state-wide model. It is my hope that this partnership will continue for many years to come.

Sincerely,



Jon Eyman  
Clackamas ESD Board Chair



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## Overview

Clackamas Education Service District is dedicated to excellence through leadership and service. CESD serves teachers and students in ten school districts in Clackamas County. CESD is committed to working in collaboration with local school districts to provide high quality and effective educational programs that support the educational success and achievement of all students. The Local Service Plan will be developed jointly by CESD and its component school districts. The plan must include the resolution services offered by CESD, along with explanations of all grants, contracts, and entrepreneurial initiatives.

## Requirements

The Local Service Plan must address the following areas:

**Programs for children with special needs** including, but not limited to, special education services for at-risk students and professional development for employees who provide those services;

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**Technology support** for component school districts and the individual technology plans of those districts including, but not limited to, technology infrastructure services, data services, instructional technology services, distance learning, and professional development for employees who provide those services;

**School improvement** services for component school districts including, but not limited to, services designed to support component school districts in meeting the requirements of state and federal law, services designed to allow the education service districts to participate and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts, services designed to address school-wide behavior and climate issues, and professional technical education and professional development for employees who provide those services;

**Administrative and support services** for component school districts including, but not limited to, services designed to consolidate component school district business functions, liaison services between the Oregon Department of Education and component school districts, and registration of children being taught by private teachers, parents, or legal guardians pursuant to ORS 339.035.

## Annual Performance Measures

On an annual basis, component school district staff and board members are asked to provide feedback reflecting on quality of services provided by Clackamas ESD. A summary of the performance measurement results will be provided to all local school district boards, superintendents, and the Board of Clackamas ESD. You will also find additional performance measures listed for each of the four Local Service Plan areas. Once data is collected, results will be available to local school district boards and superintendents.

## Component School District Approval Process

The proposed new Local Service Plan is presented to each component school board during the winter of each year. Each board takes formal action on the plan. The criteria for full approval is that two thirds of the component districts representing at least 50 percent of the students enrolled in Clackamas County school districts must vote in favor of the plan (ORS 334.175 (5) (a) (b)).

## Plan Amendment Procedure

If a situation arises that would necessitate an amendment to the Local Service Plan, this will be done through a resolution to amend the plan. Following approval by the CESD Board and the component school districts, using the same criteria used to approve the original plan, the amendment will be implemented.

## ESD Public Education Requirements

Oregon ESDs are required to expend at least 90 percent of funds received from the State School Support Fund and Local Property Taxes as defined in ORS 327.019 for services approved by component school districts.

# Local Service Plan Development Timeline

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Clackamas ESD uses a variety of ways to involve component school districts in the development of the annual Local Service Plan. The process used to finalize the 2016-2017 plan is outlined below.

- October—November** • Clackamas ESD directors meet with advisory committees to discuss any recommended changes to the new plan.
  
- December** • The Clackamas ESD superintendent and directors present recommendations to component school district superintendents.
  - Superintendents take formal action recommending to the CESD Board services to be offered.
  - The CESD Board takes formal action approving the Local Service Plan.
  
- January—March** • The Clackamas ESD superintendent, directors, and Board members present the proposed Local Service Plan to component school district boards.
  - Boards take action to approve the new plan.
  
- January—May** • The Clackamas ESD superintendent and directors develop a budget that will support the services contained in the Local Service Plan.
  
- May** • The Clackamas ESD Budget Committee convenes to review and approve the budget for the new school year.
  
- May—June** • A summative evaluation of the Local Service Plan performance goals is completed.
  
- July** • The new Local Service Plan is implemented.

# 2015-2016 Advisory Committees

Advisory committees in effect for 2015-2016, which are comprised of representatives from each district, meet with Clackamas ESD directors to make recommendations for the 2016-2017 Local Service Plan.

	<b>NIS Finance</b>	<b>NIS School</b>	<b>Special Education</b>	<b>School Improvement Services</b>	<b>Migrant Education</b>
<b>CESD</b>	Stuart Long Tim Witcher	Stuart Long Makoa Jacobsen	Linda Eastlund Carol Moore Jared Hayes Stacey Sibley Chris Burns April Kilstrom Devora Gramson	Carol Middleton	Carol Middleton Leah Hinkle Brad Doyel
<b>CANBY</b>	Denise Lapp	Hung Phan	Lauretta Manning	Sheryl Lipski	Cindy Bauer
<b>COLTON</b>	Tami Zigler	Bob Feltz	Jennifer Mace	Jay Kosik	Jay Kosik
<b>ESTACADA</b>	Donna Cancio	Cynthia Rathbun	Tina Rhue	Scott Sullivan	Scott Sullivan
<b>GLADSTONE</b>	Samantha Nelson	Ryan Johnson	Kelly Welch	Pia Leonard	Petra Hoghava
<b>LAKE OSWEGO</b>	Stuart Ketzler	Megan Kim Jeff Kelso	Patrick Tomblin	Joe Morelock	Patrick Tomblin
<b>MOLALLA RIVER</b>	Rick Gill	Gary Dix	Michael Salitore	Larry Conley Kathleen French	Alan Willey
<b>NORTH CLACKAMAS</b>	Mary Knigge Carey Pinto	Tricia George	Vivian Garrison Rob Holloway Fiorella Kassab Cathy Knight Shawn Fletcher Annemarie Polignano	Maureen Callahan	Jonathan Fost Shelly Reggiani
<b>OREGON CITY</b>	Nate Roedel	David Klusmann	Cyndi Panko	Carol Sanders	Detta Willson-Hogan Mike Hyder
<b>OREGON TRAIL</b>	Tim Belanger	Scott Coleman	Ladine Marquardt	Debbie Johnson	Debbie Johnson
<b>WEST LINN-WILSONVILLE</b>	Doug Middlestetter	Curt Nelson	Jennifer Spencer-liams Josh Flosi	Barb Soisson	Kathy Ludwig

# Programs for Children with Special Needs

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## Overview

Clackamas ESD provides services for children ages birth to twenty-one with a range of learning needs. These services are provided in age appropriate settings including family homes, community settings, public school classrooms, and separate school facilities.

Related services, specialized consultation, case management services, education, and support services for families are also offered. The Early Childhood Special Education Department will provide direct services to over 1,200 students and their families in the 2015-16 school year and will complete evaluations for students across the county.

School Improvement and Instruction Services Department will provide direct and/or support services to approximately 2400 students and their families in the 2015-2016 school year through federal grants and contracts including: Oregon Head Start Prekindergarten Program (OHSP); Migrant School Age and Preschool Education Program, and the C-TEC Workforce Innovation Opportunity Act (WIOA) Youth Services Program.

## Resolution Services

### Life Enrichment Education Program

Students age five through twenty-one receive specially designed instruction and related services through the Life Enrichment Education Program (LEEP). Eligible students referred by their local school district have complex and multiple disabilities. The primary barrier to learning for LEEP students is cognitive impairment, which also may be accompanied by secondary disabilities including autism, vision, hearing, other health impairments, or orthopedic impairments. The curriculum focuses on personal management, communication, functional living skills, academic skills, vocational skills, leisure and recreation activities, and social/behavioral skills. Based on the individual needs of each student, CESD offers speech and language therapy, occupational therapy, physical therapy, adaptive PE, specialized behavioral consultation, and nursing support.

The LEEP program also provides an extended school year program in the summer for students who would regress during a lengthy educational recess. The cost of providing one-to-one student-staff ratio is shared between CESD and the local district. Any 1:1 nursing services required by a student is the responsibility of the resident school district. CESD reimburses local school districts for the cost of mid-day transportation required for students to receive instruction in community settings.

### Students With Disabilities Fund

The Students with Disabilities Fund is for verified disabled students as defined in the Individuals with Disabilities Education Act (IDEA). The funds are distributed to each district, including Clackamas ESD, on a per-pupil basis.



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## Specific Services Offered Including Contracts and Grants

### Clackamas Early Intervention and Early Childhood Special Education Program (EI/ECSE) – Contract with ODE

Clackamas ESD holds the Region 9 contract to provide Early Intervention and Early Childhood Special Education services (IDEA Part C and Part B, 619) to all eligible children in Clackamas county. Service Coordination, specialized instruction, and related services are provided for children from birth until eligible to enter kindergarten at age five who demonstrate specific disabilities or developmental delays. Services are delivered in a variety of early childhood settings, including homes, community preschools and Head Start programs, and specialized preschool classrooms.

These services are publicly funded and provided at no cost to families. The Clackamas Early Childhood Special Education program collaborates with partner agencies in the Clackamas Early Learning Hub to support inclusion and effectively serve young children in the community. These partners include publicly funded preschools such as Head Start, parent-funded preschools and child cares, local school districts, Gladstone Center for Children and Families, Child Care Resource & Referral, mental health organizations, health care providers, public health nursing, and many others.



#### Early Intervention Services (Birth to age 3)

Children from birth to age three who demonstrate significant developmental delays, disabilities, or medical conditions likely to result in delays may be found eligible for Early Intervention services. These services are individualized according to the child's needs and family priorities and are primarily offered through a home visiting, parent coaching model. Individual goals are incorporated into the child's daily routines. Service coordination is provided to families to ensure access to the variety of services available in the community

#### Early Childhood Special Education (3 to 5)

Specialized instruction and related services are provided to eligible children from age three until eligibility for kindergarten at the age of five. Services are individualized and may include parent education and coaching, consultation to child care or preschool providers who are caring for the child in the community, related service consultation to early childhood education specialists, direct services in private or public preschools, or direct instruction and related services within special education preschool classes.

# Programs for Children with Special Needs

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## Early Childhood Evaluation Center (Birth to 5)

Children age birth to five who are suspected of having developmental delays or disabilities are referred to the Early Childhood Evaluation Center. Comprehensive evaluations are completed by a team of professionals knowledgeable in the evaluation of young children and may include an early childhood specialist, speech and language pathologist, occupational therapist, and physical therapist. Evaluations include play-based observation

of the child, in-depth interviews with family members, and assessment of development, including receptive and expressive communication, adaptive skills, social and emotional skills, fine and gross motor skills, and cognitive skills. Reports are provided to the families and a meeting scheduled to determine eligibility for Early Intervention (birth to age 3) or Early Childhood Special Education (3-5) services.

## Heron Creek Therapeutic Programs

The Heron Creek Programs assess and develop collaborative plans, enabling eligible special education students with significant social, emotional, behavioral, and academic challenges to learn and use skills to meet their educational goals. Students referred by their local district IEP teams have a history of emotional-behavioral difficulties and have not been successful in reaching their IEP goals. The program strategies are evidence-based with an emphasis on family participation, integration of

academic education, functional behavior assessment and behavior support planning, as well as the maintenance of continuous connections among the student, family, and local school district personnel. The program emphasizes strength-based assessment and collaboration with local systems of care. Based on the individual needs of each student, CESD offers speech and language therapy, occupational therapy, specialized behavioral consultation, and nursing support .

## Medicaid Administrative Claiming Consortium

Clackamas ESD collaborates with school districts and the Oregon Department of Human Services to design and implement a system that identifies and accounts for the time spent in schools on medically-related activities reimbursable by Title XIX of the Social Security Act (Medicaid). Clackamas ESD provides coordination and

training for school districts and contracts with Multnomah ESD (MESD) to use technology tools that MESD developed for efficient collection of data, claims submission, and other necessary management reports.

## Migrant Education Consortium Program, Preschool through High School Title IC Grant with ODE

School Improvement and Instruction Services of Clackamas ESD coordinates the federally funded grant Consortium Migrant Education Program, Title IC. The consortium comprised of local districts provides supplementary instructional and support services, including summer school for students preschool through high school who live a migrant lifestyle. Eight of our ten component districts participate in the consortium. All ten component districts receive technical support regarding compliance with state and federal requirements.

In collaboration with this consortium, School Improvement and Instruction Services provides technical assistance for the federally required district Title III Continuous Improvement plans and professional development to improve student achievement for Limited English Proficient/English Language Learners (LEP/ELL) students through resolution funding. This provides a rich opportunity for districts to economically integrate funding streams and services to provide effective instruction for these overlapping student subgroup populations in all ten component districts.

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## Occupational Therapy (OT) Program

The OT Program provides personnel to work in local school districts to meet the unique needs of students whose IEPs contain OT as a related service.

## Oregon Head Start Prekindergarten Program—Contract with ODE

School Improvement and Instruction Services Department works in partnership with component school districts to provide the Oregon Head Start Pre-kindergarten Program. This program provides an innovative Head Start model that partners with districts to promote kindergarten readiness for children ages three and four years of age. The program focus is on children and families in poverty who may have a variety of other risk factors including children with disabilities who live in or near the poverty level. The majority of the

children enrolled are typically developing children with approximately 17-20 percent identified as eligible for special education services.

The model is a research evidenced Home Visit program coupled with preschool enrichment. Program specialists work with each family to develop individualized services which includes placement in a community based preschool, medical, dental, nutrition, mental health, social services, and parent education.



## Workforce Innovation Opportunity Act (WIOA) Youth Services Program

School Improvement and Instruction Services oversees the Workforce Innovation Opportunity Act Youth Program. This program is designed to assist Clackamas County in-school and out-of-school youth in obtaining ongoing schooling and/or employment.

The program emphasizes connections and partnerships between Clackamas County school districts, the Career and Technical Education Consortium (C-TEC), and other Clackamas County agency programs for the targeted population.

# Programs for Children with Special Needs

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## Transition Network Facilitator

The Transition Network Facilitator (TNF) assists high school personnel in Clackamas, Hood River, Wasco and Sherman counties to further improve Oregon's systems of designing the delivery of employment services to those with intellectual and developmental disabilities (I/DD). The Facilitator works toward fulfillment of Oregon's Employment First Policy, including a reduction over time of state support of sheltered work and an increased investment in employment services.

Included in this work is help for school districts to recognize and understand the outcomes of the Executive Order and encouragement of a culture change to focus on employment at an earlier age. The TNF offers Technical Assistance to educators for students with disabilities who are of transition age (16-22). This includes providing best practice methods and strategies as well as curriculum that supports the development of vocational exploration, work experiences, and post-secondary goal setting.

## Child Care Resource and Referral of Clackamas County (CCR&R)

CCR&R services are designed to develop and support high quality child care for all children in the community ages birth to twelve years of age and children with disabilities through age 21.

This service is provided in partnership with the Department of Human Services and the Early Learning Division, Oregon Department of Education. Parents seeking care receive information about selecting a child care provider who will provide their child with a safe, supportive, nurturing environment with the intent of improving

kindergarten readiness. CCR&R provides training to improve the quality of child care in Oregon. Child care providers attend trainings and professional development leading to licensure or inclusion on the Oregon Registry.

CCR&R also provides technical assistance and a quarterly newsletter for child care providers. CCR&R develops and maintains extensive demographic databases regarding child care providers in Clackamas County and resources.

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## Interagency Collaboration

### Clackamas County Interagency Coordinating Council

Early Childhood Special Education (ECSE) and School Improvement and Instruction Services Child Care Resource and Referral (CCR&R) collaborate in chairing this council comprised of participating

agencies and individuals whose mission is to function as both a networking council and as advisors to EI, ECSE, and Child Care Resource and Referral services.

### Nursing Services

Clackamas ESD and several component school districts contract with Multnomah ESD for nursing services, including RN and LPN personnel. Nursing personnel provide assessments and develop comprehensive health protocols for students who are medically fragile.

For students who have procedures that cannot be delegated to an educator, LPNs work in the classroom to provide the health care services the child needs.

## Performance Measures for Programs for Children with Special Needs

### Meeting District Needs

District staff will be asked to complete a survey reporting on their level of satisfaction with CESD services offered for children with special education and/or a variety of learning needs. District staff will

also be asked to rate the importance of each service to the component school district.

This will be accomplished formally each school year and through ongoing informal meetings and discussions.

### Impact on Student Achievement

Individually designed programs will be implemented to meet the unique needs of students and, as a result, all students will show academic and social growth based on appropriate measurement strategies.

### Compliance

Procedures and practices implemented by Clackamas ESD will be 100 percent in compliance with all state and federal regulations and requirements for grants

and contracts listed in this section. Monitoring strategies appropriate to each grant and contract will be implemented to assure that compliance is met.

# Technology Support

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## Overview

The Clackamas ESD Network and Information Services (NIS) program provides regional services that support the needs of local schools, district offices, and Clackamas ESD. These are broken into five primary service areas: Network Services, Finance and Human Resources Management System, Student Information and Management System, Data Warehouse, and Document Imaging. Other service areas are being developed and/or expanded.

Necessary personnel to support these services through programming, customer support, data analysis, scheduled training sessions, user group meetings, network operations, server administration, and technical repair are provided by CESD.

Consulting services are provided to local school districts in network capacity analysis, problem resolution, network redesign, technology needs evaluation, and how to use the available services.

## Resolution Services

### Network Services

Network Services provides services listed below as well as support for the following other services: Finance System, Student System, and CESD Internal Services. These services are used by ten districts and CESD, representing over 58,000 students. Network Services includes internet access,

network design, firewall, network monitoring, network security, traffic shaping, and web and spam filtering. System Services include computer server administration and disaster recovery of critical CESD computer systems.

### Finance and Human Resources Systems

Clackamas ESD delivers Infinite Visions software from Tyler Technologies as the Finance and Human Resources Software System.

Infinite Visions provides an integrated finance and human resources management that is specially designed for K-12 school districts. It offers full Excel integration, a web portal, and is multi-platform compatible.

The Infinite Visions solution provides functionality covering the following areas:

Finance—general ledger, budgeting, purchasing and payables, fixed assets, warehouse, accounts receivable, and grant tracking.

Human Resources—position control, PARs, contract management, evaluations, payroll, benefits, and employee self-service.

Infinite Visions is used by over 100 school districts and nine ESDs in Oregon including all ten school districts in Clackamas County and Clackamas ESD.

### Student Data Warehouse

As part of the Shared Services agreement, Clackamas ESD contracts with Willamette ESD for participation in the statewide student data warehouse project. This includes the hardware and software necessary for the

collection and storage of Synergy student information and transmission to the Oregon Department of Education for processing.

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## Document Image / Storage System

This service includes the ability to capture and store documents for archival use. Paper documents associated with Visions and Synergy can be stored and related to their appropriate data in each application. Districts are then able to reduce storage of paper at district offices or schools and its associated costs.

Beginning in the fall of 2015 NIS and Fiscal Services, working in conjunction with the Finance and HR

Advisory Committees, began a process to evaluate an updated system for Document Management that will allow for expanded service capability and greater connectivity to the Visions finance and HR management system.

## Specific Programs and Services Offered Including Contracts, Grants, and Entrepreneurial Initiatives

### Student Information and Management System

After a state-wide request for proposals and several rounds of product demonstrations, Edupoint Corporation's Synergy Student Information System was selected as the best software product to replace eSIS in 2012. Districts throughout Oregon went live on Synergy in 2013 including most component districts at Clackamas ESD.

The Synergy Student Information System provides an integrated platform to manage student information and it offers web and mobile based accessibility. The Synergy platform provides functionality covering the following areas:

- Student Data—Demographics, Registration, Enrollment, Student transfer, Immunizations, Emergencies, Discipline, Attendance, Special Programs, and Career Planning
- Scheduling—Course scheduling, Master scheduling, Walk-in scheduling
- Gradebook & Grade Reporting—Support for traditional or standards-based grades & reporting, Progress reporting, Grade weighting, Support for multiple score types, and Historical archiving of data
- Classroom Management—Classroom, school, or district views, Photo based seating charts, and Alerts
- Special Education—Team based IEP creation, collaboration, reporting, and Synergy SIS integration

The Synergy platform is in use by eight of ten component school districts and CESD. Synergy is used by over 60 districts across the state.



# Technology Support

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## Other Services

Clackamas ESD offers the following additional technology related services to districts on a contract basis:

- **Technical Repair Service**—Includes repair and maintenance of computers, peripherals, and audio-visual equipment for nine school districts in Clackamas County, as well as service for Clackamas ESD programs. This service also provides the research and evaluation for equipment that supports the teaching and learning process within the schools.
- **Data File Backup Service**—Includes the ability of several servers to back up to a data archival system. With one backup system, CESD is able to back up data for multiple servers in one action. For a small fee, Clackamas County districts are able to copy data from their systems to the CESD site for disaster recovery purposes.
- **Data Center Hosting Service**—Includes rack space in CESD’s data center that districts can rent to house their own servers.
- **Cloud Computing Service**—Includes the ability to share file server capacity (virtual servers) and data storage facilities.
- **Co-operative Server Administration**—A partnership between four component school districts and Clackamas ESD to provide server administration expertise to augment district technology staff resources.

## Network and Data Center Services

Clackamas ESD holds contracts with the governmental agencies listed below for the purpose of providing resources to offset equipment costs for our local component school districts.

### Current contracts:

- |                                   |                                   |
|-----------------------------------|-----------------------------------|
| ■ Cascade Heights Charter School  | ■ Eugene School District          |
| ■ City of Damascus                | ■ Good Shepherd Community Church  |
| ■ City of Happy Valley            | ■ Hoodland Fire District          |
| ■ City of Gladstone               | ■ LaSalle Preparatory High School |
| ■ City of Oregon City             | ■ Oregon Institute of Technology  |
| ■ City of Sandy                   | ■ Portland Community College      |
| ■ City of West Linn               | ■ Portland Public Schools         |
| ■ Clackamas County                | ■ Marylhurst University           |
| ■ Clackamas County Library System | ■ Newberg School District         |
| ■ Clackamas Community College     | ■ State of Oregon                 |
| ■ Clackamas Fire District #1      | ■ Sunrise Water Authority         |
| ■ Clatsop Community College       | ■ Yamhill-Carlton School District |

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## Interagency Collaboration

Clackamas ESD is also part of the Oregon Student Information System (OSIS) Consortium, which provides coordination of Edupoint's Synergy Information System implementation project.

## Performance Measures for Technology Support

### Meeting District Needs

District staff will be asked to complete a survey reporting on their level of satisfaction with CESD technology services. District staff will also be asked to rate the importance of each service to the component school district. This will be accomplished formally each school year and through ongoing informal meetings and discussions.



# School Improvement and Instruction Services

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## Overview

Clackamas ESD School Improvement and Instruction Services Department provides services in collaboration with our component districts to increase student achievement by providing professional development, consultation, group facilitation, and coordination services for teaching and learning. Specific projects and ongoing services are determined by the School Improvement and Instruction Services Advisory Committee and the ELL Workgroup.

In addition to core services, the School Improvement and Instruction Services Department provides grant coordination and contract services to further leverage services and funding for our districts.

Grant and contract coordination includes: Migrant Education Consortium; Migrant Education Summer Program; Migrant Education Preschool Consortium Title IC; Clackamas Career Technical Education Consortium (C-TEC); Workforce Innovation Opportunity Act (WIOA) Youth Services Program; Oregon Head Start Prekindergarten Program (OHSPP); and Childcare Resource and Referral (CCR&R). In addition, School Improvement and Instruction Services enters into interagency agreements with Oregon Department of Education and other entities to provide professional development and other activities that directly address component district priorities.

## Resolution Services

### School Improvement and Instruction Services endeavors to:

- Provide services that assist component districts in increasing student learning.
- Provide research-evidenced based best practice consultation, facilitation, and professional development to improve core instruction and alignment of instructional interventions;
- Provide services as identified by our component districts that result in an economy of scale for professional development, technical consultation and advocacy;
- Increase options for meeting the instructional needs of diverse learners, with emphasis on differentiated instruction, interventions, and other research-validated strategies to meet the needs of all student groups including, but not limited to: economically disadvantaged students, limited English proficient students, students who live in migratory or high-mobility situations, students with disabilities, and those identified as talented/gifted;
- Collect, organize, and communicate relevant educational reforms and effective research-validated curriculum, instruction, and assessment practices to increase student learning outcomes;
- Assist district and school educators in implementing state and federal regulations and policies including, but not limited to: state assessments, graduation requirements, federal and state laws, curriculum adoption, and the continuous improvement planning and implementation (eCIP) cycle;
- Provide opportunities for teachers and administrators to increase instructional leadership skills to improve student learning;
- Provide representation on state and local committees and advocacy for districts as identified by the CIE Services Advisory;
- Facilitate and/or coordinate work groups, committees, and ad-hoc taskforces as requested by component districts. Examples include the ELL Workgroup, Charter School Authorizers' Network, and County-wide Equity Committee.

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## Professional Development Services

School Improvement and Instruction Services Department assists districts and schools analysis of evidence of learning and action planning for professional development needs; provides sustained, embedded professional development at the local school level and county wide; demonstrates lessons in classrooms; and observes and provides feedback to teachers and mentor teachers. Professional development offerings are provided based on CIE Advisory priorities for the year and include: mentoring services; equity training; TAG and 504 Plan

implementation; effective instructional leadership professional development; next generations science/science adoption; effective instruction and assessment in elementary, middle school mathematics, and literacy.

Professional development adheres to national standards of best practice for adult learning adopted by the Oregon Department of Education (ODE) for effective professional development.

## Consultation, Technical Assistance, and Representation Services

Consultation, Technical Assistance, and Representation services include items such as: the continuous improvement cycle, federal grant requirements, and other local and federal mandates. School Improvement and Instruction Services provides representation on local, regional, and state level committees and work groups and stays abreast of educational initiatives in support and advocacy of our component districts.



## English Language Learner (ELL) Work Group

The ELL Work Group sets yearly goals to support district improvement of services for students learning English as a Second Language. The group serves as a network to share best practices and to prioritize and determine the focus of ELL professional development and consultation provided by School Improvement Services through resolution services. The ELL Work Group and Migrant Education Advisory combine efforts to provide integrated, relevant services and learning for these subgroups in an efficient and cost effective manner.

# School Improvement and Instruction Services

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## Resolution Services, continued

### Essential Skills – State Assessment Support and Training

School Improvement and Instruction Services provides training, consultation, and support to Clackamas County schools in the implementation of State required assessments including but not limited to: Kindergarten Assessment, Oregon Assessment of Knowledge and Skills (OAKS), Extended Assessments, Smarter Balanced Summative Assessment (SBAC), and the use of

work samples and other measures to meet Oregon Diploma requirements. School Improvement and Instruction Services provides a secure bank of Essential Skills test work samples for district use in meeting the Essential Skills requirements for high school graduation.



## Specific Services Including Contracts and Grants

### Career and Technical Education Consortium (C-TEC)—ODE Federal Grant

The Clackamas Career Technical Education Consortium (C-TEC) is coordinated through School Improvement and Instruction Services. The primary funding source is the Federal Carl Perkins grant. C-TEC coordinates activities that support career education and work experience for high school students within K-12 districts and in collaboration with Clackamas Community College. The activities are coordinated through C-TEC, a group of community representatives and educators who share

resources to integrate professional-technical education and academics. The C-TEC consortium, through youth services grant funds (Workforce Investment Act), also provides services that enable at-risk youth to gain the career preparation skills they need to stay in school, re-enter school, or enter the workforce.

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## Career and Technical Education Consortium (C-Tech) Workforce Innovation Opportunity

The C-TEC Youth services Program provides services that enable at-risk youth to gain the career preparation skills they need to stay in school, re-enter school, or enter the workforce.

## Migrant Education Consortium – ODE Federal Title IC Grant

School Improvement and Instruction Services coordinates and facilitates the Migrant Education Consortium (Title IC). This funding is used to provide supplemental services to eligible students in Clackamas County school districts. The following school districts are members of the CESD Migrant Consortium: Canby, Estacada, Gladstone, Molalla River, North Clackamas, Oregon City, Oregon Trail, and West Linn-Wilsonville.

Services include: recruitment, federal and state accountability, Migrant preschool, summer programs, and coordination/facilitation of the Migrant Steering Committee. The Migrant Education Consortium works closely with the English Language Learner Work Group facilitated by CIE Services to leverage services and coordinate efforts in accordance with best practice.

## School Improvement Services Performance Measures

### Meeting District Needs

Component school district staff will be asked to report on the quality and effectiveness of CESD school improvement services. This will be accomplished annually each school year and during the year through ongoing informal meetings and

discussions. School Improvement and Instruction Services provides periodic reports on service and direct usage to the CIE/School Improvement and Instruction Services Advisory Committee throughout the year.

### Staff Development/Technical Assistance Services

School Improvement and Instruction Services uses a variety of evidence to evaluate professional development services based on the National Staff Development Council Standards for Professional Development (NSDC – Learning Forward) to evaluate the effectiveness of staff development and technical assistance services. A variety of data, inclusive of advisory committee and work

committee input and teacher and administrator participant surveys are used to determine impact on district, school, and classroom level goals. Effectiveness in meeting the priority needs identified collectively by the Advisory Committee and workgroups is reviewed on an annual basis.

# Administrative Services

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## Overview

Clackamas ESD provides administrative services to all local component school districts for those areas approved by the district superintendents as a resolution service and for other services as requested by the districts. The Human Resource Services Department is available to provide assistance in personnel management and employee contract management. The Human Resource Services Department provides customer service in the human resources data system to all local school districts. The Fiscal Services Department provides

customer service to all local school districts within Clackamas County for the finance system, including payroll, accounts payable, and fixed asset accounting. The Fiscal Services Department also assists local districts with general accounting matters, fiscal analysis, and interpretation of local budget law and public bidding rules. At the request of the local school districts, the Fiscal Services Department will assist with the filing of budget documents with the appropriate agencies.

## Resolution Services

### Delivery Services

The Delivery Services program provides delivery two days a week of instructional materials, printing, data, testing materials, and correspondence to all school districts. In addition, delivery service is provided to

Multnomah and Washington County schools via their respective ESDs.

### Substitute Teacher Registration

This service allows educators to register online prior to applying to substitute with the districts. Each registration is reviewed by CESD. Substitute coordinators at the local districts can access the Registry to review results of state-required background checks sent automatically to former educational employers. Substitutes can access

required training during registration, and store proof of completion in their account where it can be seen by district coordinators. A district may also use the Registry to search for teachers with particular license endorsements.



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## School Announcement Network

The school announcement network enables school district administrators to announce emergency school closures via a network of radio and television stations throughout the Portland Metropolitan Area. A single telephone call or e-mail to the network service initiates an electronically-transmitted written message to all participating stations for broadcast. The network eliminates the need for multiple telephone calls, reduces the risk

of message errors, and provides security against unauthorized calls.

The network serves all school districts in Clackamas County, as well as many others, and is managed by FlashAlert News. The cost of providing the service to school districts in Clackamas County is covered by resolution.



## Specific Programs and Services Offered Including Contracts, Grants, and Entrepreneurial Initiatives

### Home School

Oregon Revised Statute requires education service districts to maintain records of students who are home schooled. In 2014-2015, Clackamas ESD maintained records for over 2300 students.

### Printing Services

The Printing Services program offers all local component school districts professional-quality printing, copy work, and graphic pre-press assistance for brochures, flyers, yearbooks, and other specialty work as well as storing all materials electronically for future reference and use. Printing Services is also available to other Shared Services Cooperative school districts and non-profit organizations.

# Administrative Services, continued

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## Administrative Services Performance Measures

### Resolution Services

#### Meeting District Needs

District staff will be asked to complete a survey reporting on their level of satisfaction with CESD administrative services. District staff will also be asked to rate the importance of each service to the component school district. This will be accomplished formally at the end of each school year and through ongoing informal meetings and discussions.

#### Fiscal Services

Efficiency will be measured by compliance with Generally Accepted Accounting Practices (GAAP) as well as Federal and State regulations. CESD internal audit comments and management letters will also be analyzed to assess efficiency.

#### Printing Services

On an annual basis, the cost per print impression will be compared to the costs provided by private print shops. Print orders will be done in ten working days or less as measured by work tickets. Service quality and importance will be measured by survey response from component school district users.

#### Delivery Services

Service quality will be measured using the percentage of on-time deliveries, as well as by survey response from component school district users.

