Local Service Plan
2019 - 2020
High Desert Education Service District

High Desert Education Service District (HDESD) provides services to the four component districts in Crook and Deschutes County. HDESD also provides services in eleven additional counties through regional contracts.
High Desert Education Service District

High Desert Education Service District (HDESD) provides services to the four component districts in Crook and Deschutes County: Bend-La Pine Schools, Crook County, Redmond and Sisters School Districts.

HDESD also provides services in twelve additional counties through regional contracts.

**Vision Statement**
Together, engaging students to succeed.

**Mission Statement**
Improve student outcomes with Excellence, Equity and Efficiency.

**Strategic Priorities**
Implement best practices for educators gleaned from Investigation, Innovation and Incubation of ideas and efforts from the public and private sectors.

**Foster education opportunities from birth to career**
Increase student access to education
Advocate regionally for birth to career education opportunities
Garner funds for programs and services

**Provide value to our school districts, families and other customers**
Provide services on behalf of our school districts due to cost, politics or expertise
Listen to and meet the needs of our constituents
Employ individuals with experience and expertise

**Bridge gaps and bring people together**
Build coalitions and partnerships
Look for and respond to unmet needs
Enhance state and regional presence - advocate and inform
Introduction

In collaboration with component school districts’ advisory councils and superintendents, the HDESD has developed the 2019-20 Local Service Plan pursuant to ORS 334.175 and OAR 581-024-0285. The HDESD Local Service Plan includes the following Core Services:

**Administrative and Support Services** consolidate and improve component school district business functions, liaison services between the 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.

**Services for Children with Special Needs** include special education services, services for at-risk students and professional development for staff who provide these services.

**School Improvement Services** support component school districts in meeting the requirements of state and federal law; allow the HDESD to participate in and facilitate a review of the state and federal standards related to the provision of a quality education by component school districts; address school-wide behavior and climate issues; and provide professional staff educational opportunities.

**Technology Services** for component school district technology plans, including network services, information systems services, information security services, instructional technology services, distance learning and professional staff development.

The 2019-20 HDESD Local Service Plan includes services required by state and federal law and services contracted to school districts, and other public and private entities.

An education service district may provide entrepreneurial services and facilities to public and private entities and to school districts that are not component school districts of the education service district with the approval of the constituent districts through their approval of the Local Service Plan.

In addition to continuing approved services from prior years, the 2018-19 Local Service Plan will introduce requested opportunities in the areas of TBI Concussion Support, Special Education Professional Development and Pay Equity Support.

The Local Service Plan is approved annually by HDESD Board of Directors and the component school districts’ Board of Directors.

**Local Service Plan Approval Process**

The Local Service Plan must be approved by the HDESD Board of Directors and affirmed by at least two thirds of the HDESD component school district’s Board of Directors representing at least 50 percent of the total number of students enrolled in component school districts of the HDESD.

- **January 2019**: The 2019-20 Local Service Plan (including suggested new services) reviewed by component district advisory councils, the HDESD Executive Council and approved by the HDESD Board of Directors.
- **February 2019**: Local Service Plan submitted to component school district Board of Directors for approval.
- **June 2019**: Local Service Plan services and budgets approved by HDESD Budget Committee and HDESD Board of Directors.
Amendment Process

The HDESD Local Service Plan can be amended by two thirds vote of the HDESD component school district's Board of Directors, representing at least 50 percent of the total number of students enrolled in component school districts of the HDESD.

Revenues

State School Fund: 90% of State School Fund monies received by the HDESD are spent on services provided directly to component school districts pursuant to OAR 327.019(8).

Grants and Contracts: HDESD receives both state and federal grants and contracts to provide services to component and non-component districts.

Entrepreneurial Services: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Annual Performance Measures

Services provided by HDESD and outlined in the Local Service Plan are measured annually by the setting of goals and measurement of outcomes in relation to the HDESD Board of Directors' Strategic Priorities.

HDESD program managers set goals, monitor their progress toward those goals, and report outcomes. Goals are due in October, so they can analyze their progress mid-year. Several programs have been tracking their goals and outcomes long enough to provide the board and component districts with longitudinal data. These goals and outcomes are shared with component district's leadership and available on the HDESD website.
Organization

Board of Directors:

HDESD has a nine member board of directors. Five board members are elected by our component districts (Bend-La Pine 2; Redmond 1; Sisters 1 and Crook County 1) and those five members appoint four more board members each to represent one of the following constituencies within Deschutes and Crook Counties: Social Services, Higher Ed, Business and At Large.

Kathy Biles, Board Chair  Appointed Higher Education Representative
Seana Barry, Board Vice-Chair  Appointed At Large Representative
Gwen Carr  Elected by Crook County School District Board of Directors
John Lang  Appointed Business Community Representative
Mike McGowan  Elected by Redmond School District Board of Directors
Bob Moore  Appointed Social Services Representative
Carol Moorehead  Elected by Sisters School District Board of Directors
Doug Nelson  Elected by Bend-La Pine School District Board of Directors
Scott Reynolds  Elected by Bend-La Pine School District Board of Directors

Administration:

Paul Andrews, Superintendent
Dave Burke, Assistant Superintendent
Sandy Bishop, Director of Special Programs
Jayel Hayden, Director of Human Resources
Anna Higgins, Director of Innovation
Greg Munn, Director of Business Services
Diane Tipton, Director of Early Childhood
Rachel Wente-Chaney, Chief Information Officer

In addition to the district office administrators, HDESD is organized into four departments aligned with the four core service areas outlined in the law. HDESD administrators have been assigned responsibility for each of the four departments:

Administrative and Support Services – Paul Andrews
Children with Special Needs – Sandy Bishop and Diane Tipton
School Improvement Services – Dave Burke
Technology Services – Rachel Wente-Chaney

Respectfully Submitted,
Paul Andrews, Ed. D.
Paul Andrews, Superintendent
High Desert Education Service District
DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Administrative Services: Provides services in the areas of human resources, financial management and administration may be provided based on the needs of individual districts.

Financial Information Systems: Provides required support and/or direct services to districts with the Visions Enterprise Financial Information System.

Grant Writing: Assists component districts with grant applications or with required grant applications.

HR Services: Provide Human Resource services specific to the individual needs of a school district.

Legal Services: Provides legal services to component districts (Crook and Deschutes counties) in the areas of employment relations, general school law, pay equity and special education.

Procurement and Contracting: Provides services in the acquisition, storage and distribution of materials and supplies.

Regional Benefit Support: Provides services in the enrollment and support of employee health benefit selections.

Regional Business Services: Provides full-service school district business administration services including payroll, accounts payable, grant administration, budget, audit administration and cash management.

Resource Acquisition and Grant Administration: Provides consultation and technical assistance for resource acquisition from public and/or private funding sources.

Substitute Services: Provides an employee absence and substitute management system for certified teachers, classified educational assistants and secretarial substitutes. The program includes recruiting, hiring, scheduling and payroll for licensed and classified substitutes.

GOVERNMENT GRANTS AND CONTRACTS: Federal grants, state grants and contracts and contracts with component districts and agencies.

Home School Registration: All Home School families must register their child with HDESD annually.

Medicaid Administrative Claiming: Provides a revenue source for four school districts for FAN and Nursing Services.

ENTREPRENEURIAL: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Financial Information Systems: Provides required support and/or direct services to districts with the Visions Enterprise Financial Information System.
Legal Services: Provides legal services to district boards and administrators. In an increasingly complex legal environment this service is provided at a cost that is substantially lower than the going market rate and is of great benefit to districts.

Substitute Services: Provides an employee absence and substitute management system for certified teachers, classified educational assistants and secretarial substitutes. The program includes recruiting, hiring, scheduling and payroll for licensed and classified substitutes.

Regional Business Services: Provides full-service school district business administration services including payroll, accounts payable, grant administration, budget, audit administration and cash management.

Core Service Area
Children with Special Needs

DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Alternative, Summer & Extended School Year: Provides direct and supervisory services for alternative schools, summer schools and/or extended school year programs.

Applied Behavior Analysis: The Applied Behavior Analysis (ABA) program works with students with severe autism or communication deficits who benefit from Applied Behavior Analysis.

Behavior Programs: Provides services to children with emotional and/or behavioral problems that adversely affect the child’s education performance.

Early Intervention and Early Childhood Special Education Evaluation Team: Provides services and evaluation for children birth to 5 as a Childfind service identifying children with disabilities.

Healthy Beginnings (Childfind): In partnership with local educational, health care and social service organizations, Healthy Beginnings provides free comprehensive health and development screenings throughout Deschutes County.

Professional Development: Provides professional development to districts supporting children with special needs.

Special Education: Provides ancillary special education services to children eligible under IDEA part B and C (children birth to 21).

Traumatic Brain Injury (TBI) Concussion Support: Provides support to families and districts to help students “return to learn” from a concussion.

GOVERNMENT GRANTS AND CONTRACTS: Federal grants, state grants and contracts and contracts with component districts and agencies.

Central Oregon Regional Program: Central Oregon Regional Program (CORP) is a state contracted program that provides special education services to students with low-incidence disabilities in 7 counties. These include students with autism, vision impairments, severe orthopedic impairments, hearing impairments, and traumatic brain injuries.
**Early Intervention/Early Childhood Special Education:** Early Intervention (EI) and Early Childhood Special Education (ECSE) are specialized services for children, birth to Kindergarten with special needs. These services are offered throughout Crook, Deschutes, Jefferson, Sherman, Gilliam, Wheeler, Harney counties and the Confederated Tribes of Warm Springs.

**Healthy Families of the High Desert:** Healthy Families of the High Desert is modeled after Oregon Healthy Start. It is a voluntary home visitation program for first birth families with newborns.

**Hope Academy:** Hope Academy serves students in the region with behavior/emotional issues who require day treatment services. Students are placed in this program by an outside agency, with HDESD providing the educational services.

**Transition Network:** Facilitates capacity building to assist districts and community agencies in developing integrated employment for students with intellectual disabilities (ages 16 to 21 years).

**ENTREPRENEURIAL:** HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

**Assistive Technology/Augmentative Communication K-12:** Assistive Technology (AT) refers to any device or piece of equipment that helps a student with disabilities access his or her education. The AT program provides equipment, evaluation, professional development and technical assistance. The AT resource center provides equipment for short-term evaluation so that a student’s team can determine what type of AT device would most appropriately meet the needs of that student. Once an evaluation is completed, the AT program provides the device for long-term loan by the student and his/her district.

**Occupational Therapy/Physical Therapy K-12:** Children/students ranging in age from birth through 21 years of age with identified orthopedic impairments receive direct instruction and/or consultation services from licensed Occupational Therapists (OTs) and Physical Therapists (PTs). In addition, OTs and PTs consult with parents and district staff to provide any needed adaptive equipment.

**Sign Language Interpreters K-12:** The Sign Language Interpreter program serves Deaf and Hard of Hearing (DHH) students.

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**Core Service Area**

**School Improvement Services**

**DIRECT SERVICES:** Services to HDESD component districts funded by the State School Fund.

**Alternative Learning Options:** Annual evaluation that is developed and presented to the resident school Board of Directors for approval of each alternative education program.

**Better Together:** Better Together is committed to improving student success by using the Collective Impact approach within the Cradle to Career framework. Incorporates the Regional Achievement Collaborative which aims to bring together institutions in a region to share ideas, pool resources and ensure all institutions, regardless of the age of their students recognize and contribute to the development of a P-20 continuum with strong learning foundations that will prepare students for a successful post-secondary experience.
**Career and Technical Education:** Consult with local school districts on School-To-Work initiatives; Career and Technical Education programs in high schools and our community college; and state mandated vocational education program evaluations. CTE also provides support to districts with funding from a Carl Perkins grant.

**Children’s Forest of Central Oregon:** This program creates a network of outdoor places and programs dedicated to moving all children along a continuum of learning, exploration, and healthy living through engagement with nature. Outdoor School is a component of Children’s Forest of Central Oregon.

**Curriculum Services:** This program brings together ideas, talent and resources across districts and partner organizations to help schools better prepare all students to reach high standards.

**First Step:** First Step is a positive reinforcement behavioral program serving Kindergarten and first grade students in Deschutes County.

**Foreign Language/Interpreting:** HDESD provides foreign language interpreters and translators to school and district level staff upon request and interpretation for non-special education purposes.

**Oregon Mexico Education Partnership (OMEP):** The Plaza Comunitaria is an educational resource for the Hispanic community sponsored through a unique partnership between the State of Oregon and the Mexican Government. Plazas offer Spanish literacy programs to Spanish-speaking adults and youth.

**Positive Behavior Interventions & Supports (PBIS):** Provides districts with necessary skills to develop, implement and sustain practices that create safe and effective learning environments for all students.

**Professional Development Coordination and Delivery:** HDESD convenes all of the Directors of Curriculum and Instruction to determine regional professional development needs and services. Based on feedback from the directors and other sources, PD opportunities are provided on all areas of school improvement, curriculum, standards and instruction.

**Regional School Safety/Safe School Alliance/Student Threat Assessment Team (STAS):** Links school districts with public agencies to discuss and enhance policies and procedures that promote and ensure safety for students, teachers and staff.

**School Response Team:** The School Response team is a cooperative, volunteer effort among participating districts. The team is made up of specially-trained teachers, counselors, educational assistants, administrators, human service agency staff and community members who are willing to aid schools agencies or communities in response to crisis such as the death of a student or staff person or some other traumatic incident.

**Service Integration:** Provides services that are integrated or linked with community services for the purpose of enhancing student academic success and supporting the healthy development of children. Services may include, but are not limited to, those provided through the Family Access Network, Safe Schools Alliance, Regional Safety Offices, School Resource Officers and Mental Health services.

**GOVERNMENT GRANTS AND CONTRACTS:** Federal grants, state grants and contracts and contracts with component districts and agencies.

**Cascades Commitment/Regional Promise Grant:** Intended for the development and/or expansion of consortia of educational service districts, school districts and post-secondary institutions building collaborative, innovative, and flexible ways to foster a college-going culture across the region and to create additional opportunities for high school students to participate and earn credit in college-level courses.
Family Access Network (FAN): Through family advocates in public schools the Family Access Network improves lives by ensuring all children in Crook and Deschutes County have access to basic-need services.

Innovation: HDESD’s innovation process, i4, works to increase the excellence, equity and efficiency of our services by generating, experimenting and testing innovative ideas using best practices from the entrepreneurial community.

Regional PreK-3rd Initiative: PreK-3rd connects, integrates, and aligns birth to 5 and K-12.

Science Kits: Provides opportunities for students to access hands-on equipment to reinforce science concepts.

STEM Hub: HDESD is the fiscal agent for the regional STEM hub grant. With the High Desert Museum and OSU-Cascades, HDESD provides direction, implementation support and all fiscal support to help create a hub for Science, Technology, Engineering and Math in our region.

Title 1-C Migrant Education Program: The Migrant Education Program identifies migrant families and helps migrant students with academic needs. All migrant students are eligible for free nutritional services through the schools and free 24-hour accident insurance. Region 11 serves the following school districts: Bend La Pine, Redmond, Sisters, Crook County, Jefferson County, 509J and Culver.

ENTREPRENEURIAL: HDESD provides services to non-component districts if the services are currently provided to component districts and may provide savings or added value to component districts.

Curriculum Services: HDESD provides curriculum services to districts including staff development opportunities, curriculum development and regionalized resources to maximize efficiencies.

Drivers Education: Provides quality driver education and training that meets or exceeds the requirements set by the Oregon Department of Transportation.

Core Service Area

Technology Support

DIRECT SERVICES: Services to HDESD component districts funded by the State School Fund.

Desktop Support: Provides a range of desktop computer hardware and software support services.

Information Technology: HDESD provides services and software to local schools for the purpose of applying technology to support student achievement and professional development, including email, websites, web application support, and web hosting.

Network Services: Provides services and software that increase the interconnectivity of schools, including internet access, network security, wireless networks, and web filtering.
Regional Data Center: Provides services that support file storage; data storage; information access; information security; data visualization and analytics; student and financial information systems.

Student Information and Data Services: Provides required support and/or direct services to districts for student information systems and data reporting needs.

Voice over Internet Protocol (VoIP) Services: Provides deployment and ongoing management of a Voice over Internet Protocol communications network.

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