

Oregon Department of Education  
Public Service Building  
255 Capitol Street NE  
Salem, Oregon 97310

Office of the Superintendent  
ESD Wallowa – Region 18

ANNUAL REPORT  
EDUCATION SERVICE DISTRICT

INSTRUCTIONS: The ESD annual report should be completed, combined with the Local Service Plan and submitted to the Oregon Department of Education by June 30. The Annual Report includes two parts: the Review of Component District Operations (ORS 334.125 (9) (a) and OAR 581-024-0228), and the ESD Self Appraisal (ORS 334.217 (1) and OAR 581-024-0210).

PART I: REVIEW OF COMPONENT DISTRICT OPERATIONS

Summarize the review of operations conducted in <sup>2010-2011</sup>~~2007-2008~~ in the space provided. The report should identify the operations that were reviewed, decisions reached and the actual or anticipated results. Agenda and minutes of planning meetings, and other supporting documents should be kept on file at ESD headquarters, and available upon request. Summarize one service/program per form. Duplicate additional forms as needed.

OPERATION REVIEWED: Phone Secretary (Receptionist)

DECISIONS REACHED:

Because all districts are on a common phone system, looked at combining responsibilities for receptionist for all districts, including the ESD.

RESULTS OF REVIEW (Actual or anticipated):

Districts decided that at this time the local parent contact person was more important than a common receptionist.

(Operations to be reviewed by 2009: accounting and payroll, printing, pupil transportation, legal services, investment, auditing, insurance and student records. Other operations are subject to review as agreed upon by the ESD and component districts.)

## **Appendices A - Review of Component Districts Operations**

**PART I: REVIEW OF COMPONENT DISTRICT OPERATIONS**

Summarize the review of operations conducted in 2010-2011 in the space provided. The report should identify the operations that were reviewed, decisions reached and the actual or anticipated results. Agenda and minutes of planning meetings, and other supporting documents should be kept on file at ESD headquarters, and available upon request. Summarize one service/program per form. Duplicate additional forms as needed.

**OPERATION REVIEWED:** Fiscal Services (Accounting and Payroll) (Required by 2011)

Wallowa ESD currently provides a two person Business Management Department for the Joseph School District #6, Wallowa School District # 12, Enterprise School District #21, Troy School District #54 and Region #18 Education Service District. This last year the department managed over \$28,000,000 in budget authority, 47 federal grants, dealt with 2,585 vendors, and by the end of this year will have written payroll checks/vouchers for at least 190 people.

The services provided are: Data Base Initiative budget reports, Oregon Department of Education web reports, accounts payable, accounts receivable, bank/treasurer reconciliations, payroll (state/federal reports, paydays as per school schedules, personnel cost schedules and updates, reporting and forecasting of personnel costs), up-to-date financial statements and reports, title grant management, fiscal accounting of student body funds and provides a works space and documentation for fiscal audits. The department also assists in budgeting and budget management. Each district does its own budget document but the ESD then prints the documents for them. The ESD places the documents in the local news paper for budget meetings and hearing. It files the ED 50s with the county treasure.

**DECISIONS REACHED:** Superintendents of each District wish to keep the above said service as a resolution service and funded under the "90/10 rule." They had no recommendations for any substantive changes in services. This was affirmed at the November 4, 2010 County Superintendent's meeting, formalized by a vote at the December 2, 2010 County Superintendents Meeting and later affirmed by the school boards ratifying the Local Service Plan. Each district continues to save the funding that it would cost it to provide a Deputy Clerk and the support costs of that position. In 2001-2002, the last year the schools had a deputy clerk, the personnel costs for running a district business office was as follows:

**2001-2002 Salary Costs for Deputy Clerks**

	Enterprise	Joseph	Wallowa	Troy
Salary	\$34,446.00	\$31,212.00	\$32,832.84	\$8,000.00
PERS	\$6,714.84	\$6,084.36	\$6,576.76	0
SS	\$2,635.12	\$2,341.80	\$2,409.22	0
WC	\$124.08	\$41.64	\$204.45	0
Health In.	\$6,108.00	\$4,051.20	\$5,962.60	0
<b>Total</b>	<b>\$50,028.04</b>	<b>\$43,731.00</b>	<b>\$47,985.87</b>	<b>\$8,000.00</b>

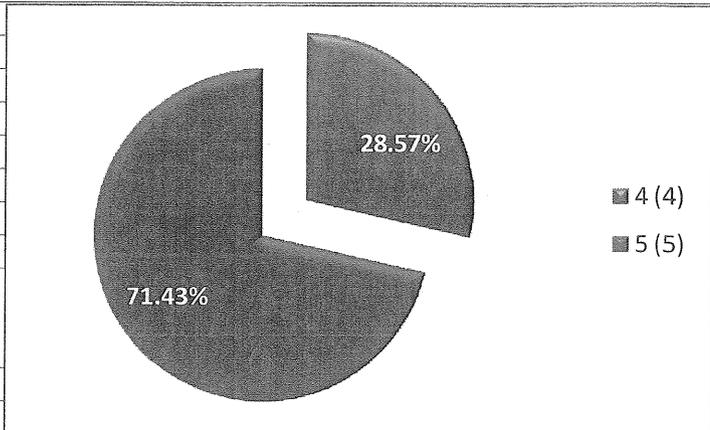


## **Appendix B - ESD Self-Appraisal Report**

# 2009 ESD Evaluation

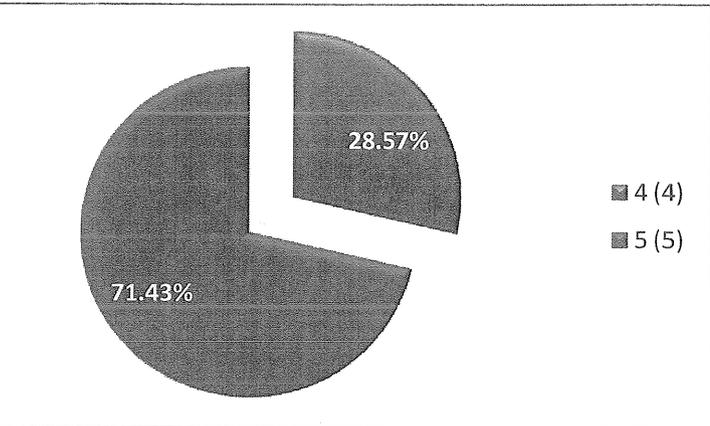
Please rate your satisfaction with the level of "Core Services" your ESD provides:

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	2	28.57%
5 (5)	5	71.43%
No answer	0	0.00%
Non completed	0	0.00%



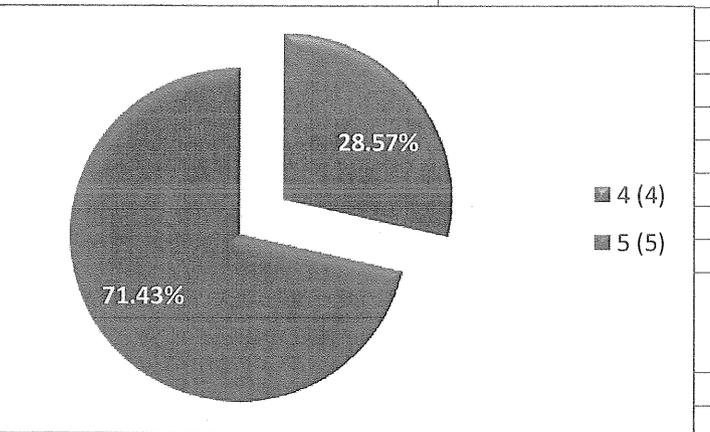
Please rate the level of efficiency of the "Core Services" that your ESD provides:

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	2	28.57%
5 (5)	5	71.43%
No answer	0	0.00%
Non completed	0	0.00%



Please rate how effectively your ESD delivers "Core Services":

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	2	28.57%
5 (5)	5	71.43%
No answer	0	0.00%
Non completed	0	0.00%



**COMMENTS:**

"We need our ESD."

"Thanks for all your work Ed in influencing students lives in Wallowa County in a positive way."

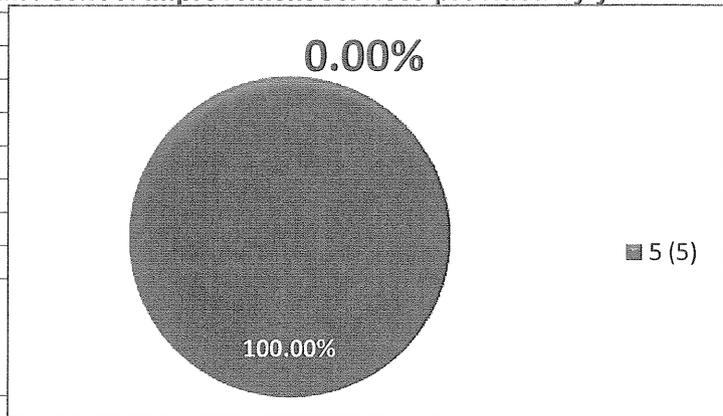
"We would be lost without the ESD. They provide a valuable service to our distict. We need a local ESD."

"I have worked with many ESDs in my career.....none better than here at the Wallowa ESD."

# Curriculum & School Improvement

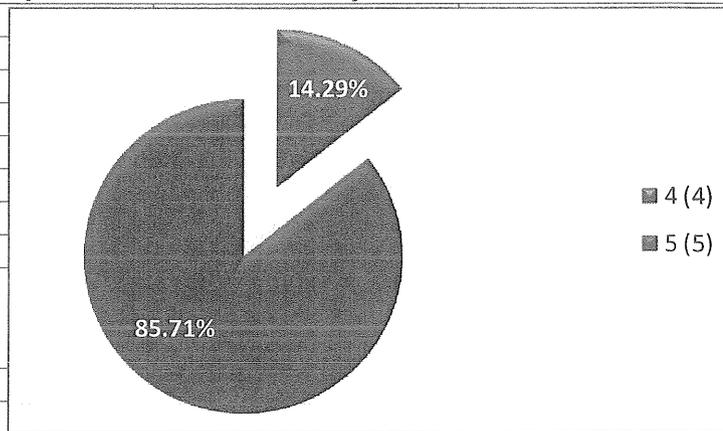
Please rate your satisfaction with curriculum / school improvement services provided by your ESD.

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	0	0.00%
5 (5)	7	100.00%
No answer	0	0.00%
Non completed	0	0.00%



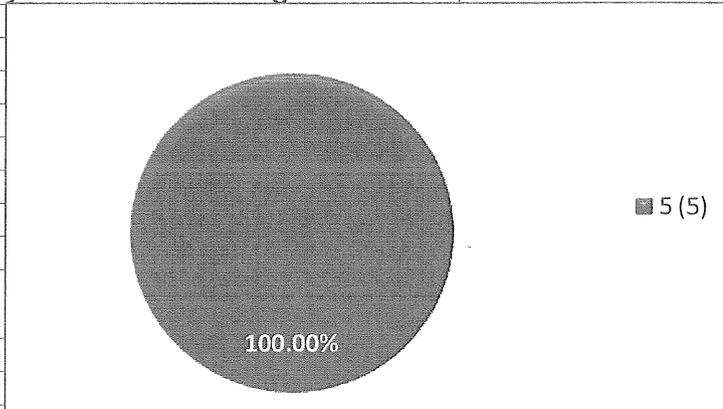
Please rate your need of curriculum / school improvement services from your ESD.

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



On a scale of 1 to 5, how effective do you believe your curriculum / school improvement service is at supporting your district/school goals?

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	0	0.00%
5 (5)	7	100.00%
No answer	0	0.00%
Non completed	0	0.00%



**COMMENTS:**

"Karen is really a find."

"Karen Patton's service are SO valued."

"Karen is great. Very informed and helpful. She is a great resource. "

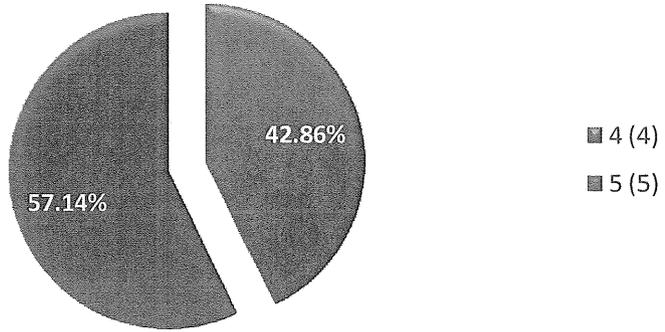
"Karen has been a blessing. She is such huge help and always so willing."

"Karen has been a wonderful help and has been more than willing to help out in all areas."

# Fiscal Services

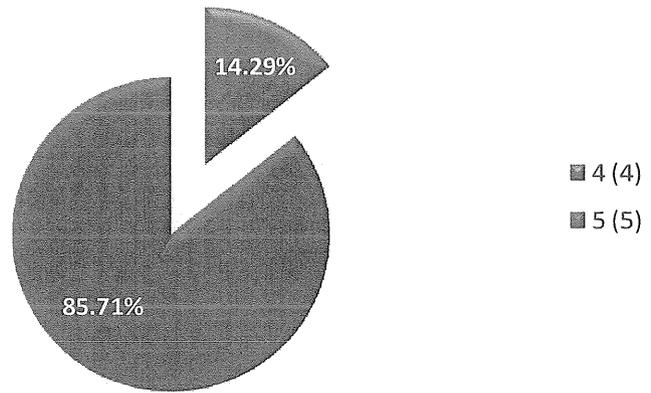
**Please rate your satisfaction with fiscal services provided by your ESD.**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	3	42.86%
5 (5)	4	57.14%
No answer	0	0.00%
Non completed	0	0.00%



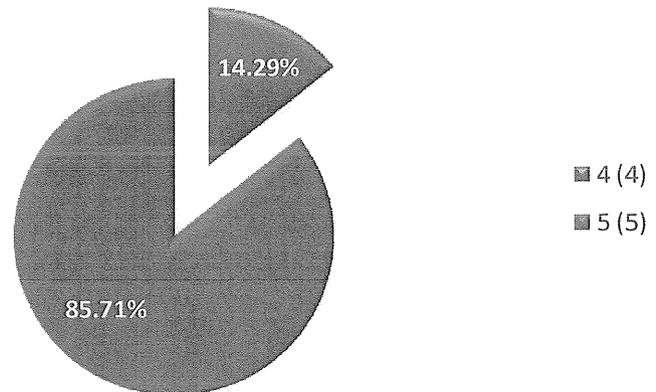
**Please rate your need of fiscal services from your ESD.**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



**On a scale of 1 to 5, how effective do you believe your fiscal service is at supporting your district/school goals?**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



**COMMENTS:**

"Easy to work with. Very helpful."

"Judith Robb has been very valuable in her overall positive approach to our needs."

"Judith and Lisa have done an excelant job for our district. I would never go back to our own business office"

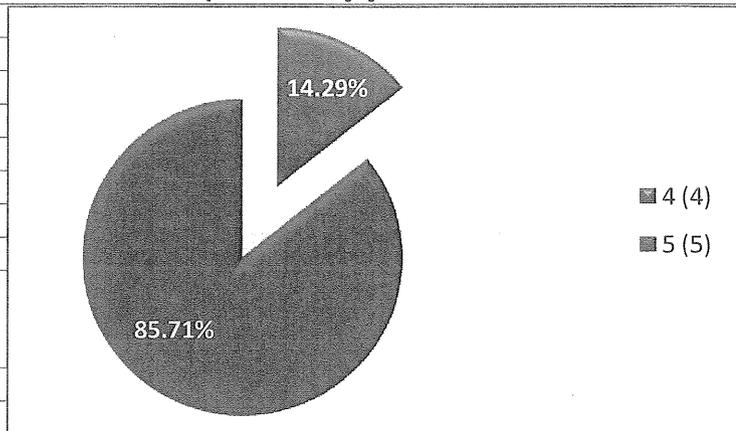
"I have concerns about bills being paid late from time to time when I know they get to the ESD in a timely matter.

The gals are great to work with and very helpful."

# Special Education

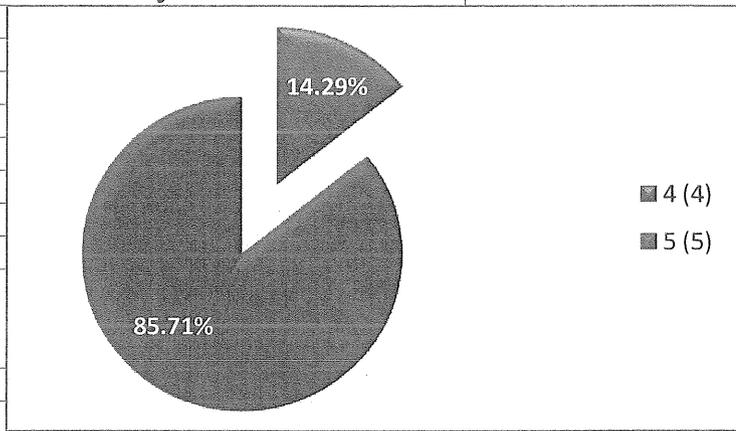
**Please rate your satisfaction with special education services provided by your ESD**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



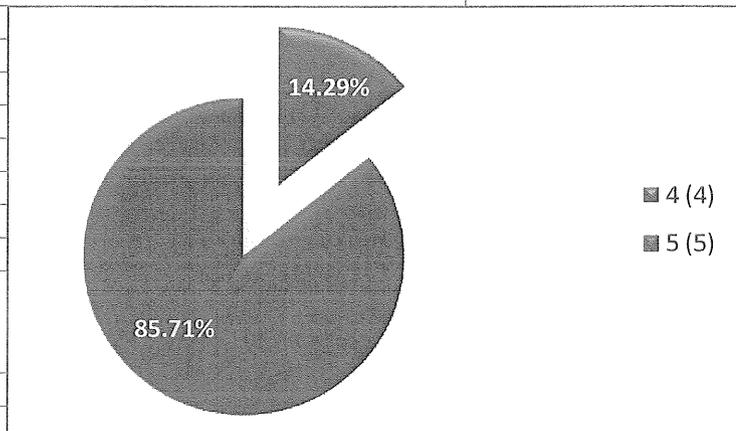
**Please rate your need of special education services from your ESD.**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



**On a scale of 1 to 5, how effective do you believe your special education service is at supporting your district/school goals?**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



**COMMENTS:**

*"Pleased with all of the ESD SPED folks."*

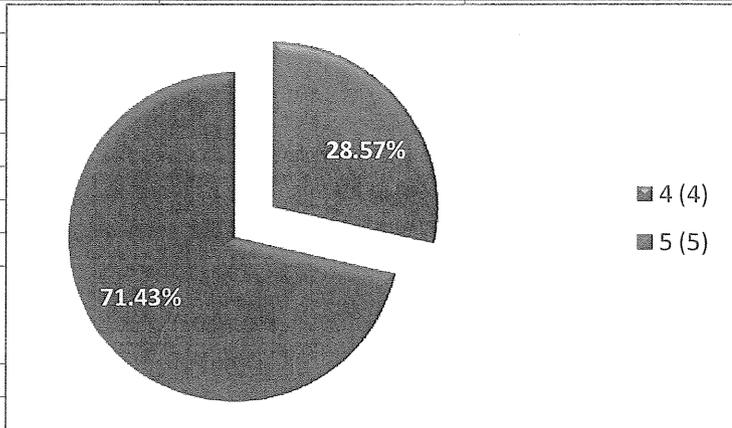
*"We don't have any worries with the special education specialist we have."*

*"I would like to see the elementary Sp. Ed. teacher be more in tune with new teaching techniques."*


# Technology

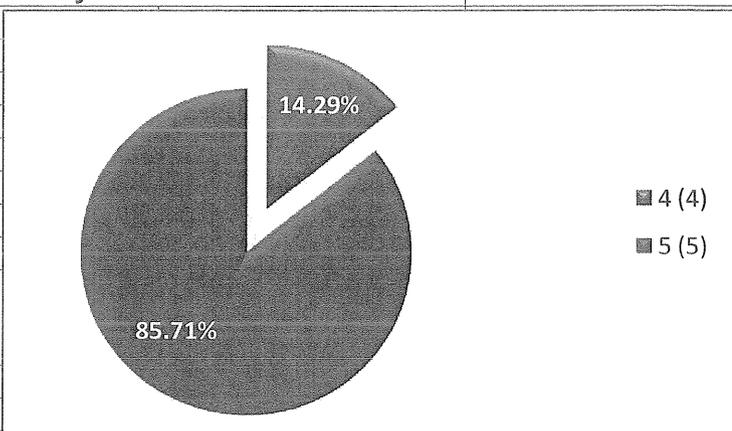
**Please rate your satisfaction with technology services provided by your ESD.**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	2	28.57%
5 (5)	5	71.43%
No answer	0	0.00%
Non completed	0	0.00%



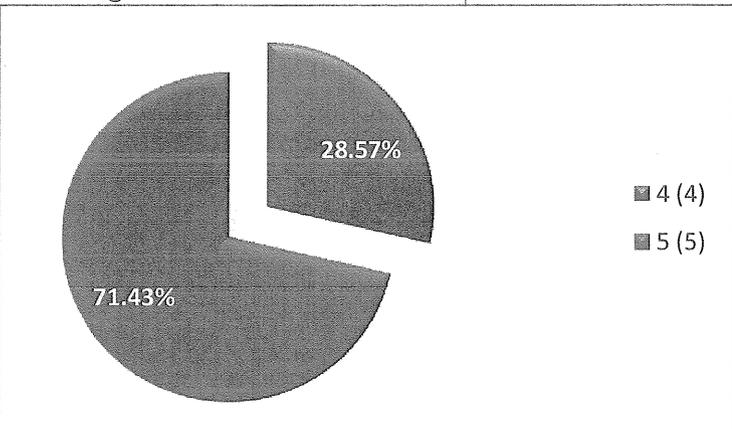
**Please rate your need of technology services from your ESD.**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	1	14.29%
5 (5)	6	85.71%
No answer	0	0.00%
Non completed	0	0.00%



**On a scale of 1 to 5, how effective do you believe your technology service is at supporting your district/school goals?**

Answer	Count	Percentage
1 (1)	0	0.00%
2 (2)	0	0.00%
3 (3)	0	0.00%
4 (4)	2	28.57%
5 (5)	5	71.43%
No answer	0	0.00%
Non completed	0	0.00%



**COMMENTS:**

"We would be paying through the nose for the same services we receive through the ESD for basically free. Josh, Linus and Christian all do a good job for us."

"I generally work with Josh and Linus the most.....very good.....Christian is now working with our district and is very positive and willing to help."

"They do a great job. I am still having some problems with the Thin clients in the Junior High."

## ESD SELF-APPRAISAL REPORT

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

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

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

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

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

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

The Local Service Plan contained annual performance measures. YES  NO

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

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

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

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

Children with Special Needs	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Technology Support	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
School Improvement	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>
Administrative and Support	YES	<input checked="" type="checkbox"/>	NO	<input type="checkbox"/>

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

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

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

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

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

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

#### ADMINISTRATION (OAR 581-024-0240)

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

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

#### STAFF (OAR 581-024-0245)

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

The district maintains current personnel policies. .... YES X NO \_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

BUDGETS (OAR 581-024-0260)

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

BUDGET COMMITTEE (OAR 581-024-0262)

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

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

AUDITS (OAR 581-024-0265)

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

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

STATE BOARD ASSISTANCE (OAR 581-024-0270)

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

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

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

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

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

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

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

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

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

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

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

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

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

OAR title and number: ORS 334.175 (6)

Explanation:

**Did not have to amend Local Service Plan.**

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Plan of Correction:

**Recommend statement read: "If Amendments to the Local Service Plan were required, the amendment was properly approved according to ORS 334.175 (6)."**

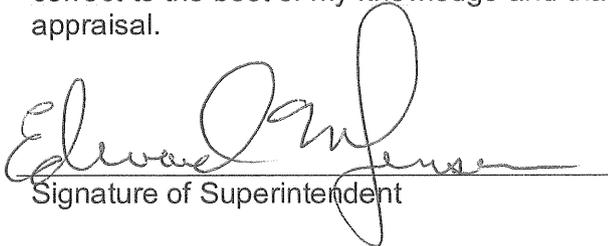
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Estimated Date of Completion: \_\_\_\_\_

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

  
Signature of Superintendent

5/20/2010  
Date