

NWESD



serving and supporting education in 35 school districts
Northwest Educational Service District 189

Strategic Target Review

May 2012



**Northwest Educational
Service District 189**

Together We Can

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Target #1

Improve services to meet member district needs through research-based, expanded and refined services, programs, and strategies.

Administration (ADMIN)

Communications (COM)

- Restructured and redesigned the Northwest Educational Service District (NWESD) website to make communication of services more efficient for member districts.
- Built a “Library” online environment allowing districts to access articles, links, and resources connected to NWESD programs and services.
- Provided email marketing services to the Mount Vernon School District.
- Maintained and updated the educational websites used for the *Northwest Literacy Alignment* program, the *Administrative Professional Certification* program, the *Leadership Academy* program, and the *Superintendents’ Advisory Committee*.

Operations (OP)

- Provided two *Continuous Improvement Technique Classroom-Level (CIT-CL)* trainings to 65 teachers in the Ferndale School District.
- Completed a comprehensive *Career and Technical Education* study for the Sedro-Woolley School District.
- Coordinated a pilot of the *Homeroom* data software in Arlington, Conway, Meridian, Mount Vernon, and Lake Stevens school districts.
- Developed learning matrices aligned to the *Common Core State Standards (CCSS)* at Central Elementary in the Ferndale School District.
- Transferred the *Continuous Improvement-Classroom Level (CIT-CL)* website to the *Commons* area of the NWESD website.
- Facilitated a breakout session focusing on data at the 2nd *Annual Systems of Care Institute: Philosophy and Practice in the North Sound*.
- Worked with Sedro-Woolley School District in the development, distribution, and summary of 33 surveys regarding parent, staff, and student perceptions of district.
- Provided input on the development of data coaching training module materials.
- Attended OSPI/WISPC sponsored data coaching trainings.

Superintendent’s Office (ADMIN)

- Presented NWESD service overview and/or facilitated board workshops on requested topics to seven school boards (Blaine, Coupeville, Darrington, Meridian, Mount Baker, Orcas Island, and Sedro-Woolley).
- Facilitated the Blaine School District Board and Superintendent evaluations.
- Provided support for Anacortes School District’s acting superintendent.
- Facilitated long-range instructional leadership development in the Arlington School District.
- Provided leadership team coaching and support for the Stanwood-Camano School District.
- Promoted regional *Systems of Care* development with other agencies by providing a keynote address at the 2nd *Annual Systems of Care Institute: Philosophy and Practice in the North Sound*.
- Facilitated NWESD *Advanced Leadership Academy* serving four school districts (Anacortes, Ferndale, Stanwood-Camano, and Sultan).
- Responded to member district requests to continue an *Administrative Professional Certification* program.
- Provided support to new *Teacher and Principal Evaluation Pilot (TPEP)* requirements to seven school districts (Anacortes, Conway, Coupeville, Everett, Mount Vernon, Snohomish, and South Whidbey).

Target #1

- Supported *Homeroom for WSIPC* data dashboard, in partnership with the Washington School Information Processing Cooperative (WSIPC), in Arlington, Conway, Meridian, Mount Vernon, and Lake Stevens school districts.
- Coordinated the transition of the *Eastside Summit Program* to NWESD operations and oversight.
- Provided, in partnership with Educational Service District 112, construction planning and management services to the Marysville and Meridian school districts.
- Provided orientation and ongoing support, as appropriate, for five new district superintendents (Granite Falls, Lake Stevens, Lopez Island, Mount Baker, and South Whidbey).
- Provided requested materials and counseled 28 school district superintendents.
- Facilitated Whatcom County Superintendents' development of a commonly held *Career and Technical Education (CTE)* belief statement and strategic development planning.

Fiscal (FIS)

Fiscal (FIS)

- Developed a reference tool to guide school districts through the new *Alternative Learning Experience (ALE)* reporting process which was posted to the Office of Superintendent of Public Instruction (OSPI) website for all school districts to use.
- Attended business manager meetings, and provided resources to help address their issues.
- Worked with staff at all 35 school districts to understand where additional training is needed in relation to the new enrollment reporting requirements.

Resource Development (RD)

- Developed a template for E-Rate districts to use in reporting telecommunications expenses thereby reducing member districts' time and frustration in reporting.

Migrant Education Regional Office (MERO)

- Collaborated with NWESD TOSAs, Science, Math, and Literacy Regional Coordinators resulting in referrals for more in-depth work in Nooksack Valley and Sedro-Woolley school districts.
- Provided post-secondary resources for undocumented migrant students to the Prevention Center to assist with their work in districts.
- Participated in the NWESD Fairness and Bias committee for the Classroom Based Assessment (CBA) Cooperative.
- Participated in six NWESD cross-departmental meetings.
- Conducted needs assessment survey of Migrant Directors to address district requirements.
- Developed a relationship with Bellingham School District in support of new Migrant Education program.
- Conducted a parent forum to obtain direct input from migrant parents.
- Received training in the use of technology specifically designed to gather instant participant feedback from workshops.
- Met with Prevention Center Director to share information cross-departmentally.
- Participated in T&L staff meeting to share information bilaterally.
- Met with Technology Services (TS) to discuss ways in which technology can support Migrant Education Regional Office (MERO) district services.
- Visited Bellingham, Lake Quinault, Lynden, Mount Vernon, and Wahkiakum school districts; the five priority districts in the MERO region.
- Conducted six visits in Bellingham School District as part of new program start-up process.
- Dramatically increased district participation in Bellingham, Mount Vernon, and Wahkiakum school districts through on-site visits.

Prevention Center (PC)

- Provided services through the *Prevention Redesign Initiative* in partnership with OSPI, the Division of Behavioral Health and Recovery, and Snohomish and Whatcom counties.
- Facilitated *Homeless Initiative* quarterly meetings with district homeless liaisons and community agencies in Snohomish County. Partners included the Homeless Policy Task Force of Snohomish County, Puget Sound Educational Service District, and the Gates Foundation.
- Provided *Complex Trauma* trainings in Bellingham, Blaine, Mount Vernon, Sedro-Woolley, and Edmonds school districts, as well as for Emerson High School which serves the city of Mount Vernon.
- Provided educational advocate services to Mount Vernon School District and the Denney Youth Center through *Title I Part D* funding.
- Gathered *McKinney-Vento* data from member districts to determine the impact of providing homeless services to students in Snohomish County school districts.
- Held quarterly meetings with Snohomish County school districts in partnership with Snohomish County housing and service providers to support the continuum of care services to homeless youth and families through *Gates Foundation* funding.
- Held individual interviews with Snohomish County school district homeless liaisons to determine the level of support and services.
- Met regularly with *Prevention Redesign Initiative* staff in Bellingham, Darrington, Everett, and Ferndale school districts to determine efficacy of *Project SUCCESS* and prevention intervention services.

Special Programs & Services (SP&S)

Autism Outreach Project (AOP)

- Provided 21 professional development workshops on autism spectrum disorders based on research-based practices for target audiences working with children/students from birth through age 21.
- Identified and added research-based resources and materials to the lending library to benefit educational professionals and families.
- Facilitated consultation between presenters and workshop participants, promoting feedback for future services and follow-up training.

Early Childhood/Early Learning (EC/EL)

- Facilitated an introductory, one-day emergent literacy training to 1,575 teachers from 17 school districts and 19 early learning partners across the region.
- Facilitated a series of classroom demonstrations focusing on emergent and early literacy practices attended by 271 teachers from 17 school districts and 19 early learning partners.
- Facilitated training for seven districts regarding changes in *Early Childhood Least Restrictive Environment*.
- Facilitated training for 12 districts regarding the new state data management system for *Early Support for Infants and Toddlers*.
- Designed and facilitated training for 11 districts on how to implement inclusion activities in preschool programs.
- Facilitated *P-3 Alignment*, a professional development model which supports districts in the development of effective partnerships with early learning community partners.
- Facilitated Regional P-3 Leadership Group meetings to assess and promote promising practices in early learning for 60 participants in 17 districts and 19 early learning partner programs.
- Developed and disseminated a directory of preschool inclusion programs in the NWESD region.

Target #1

- Conducted regional Early Childhood Special Education/Early Intervention meetings via interactive video to minimize expenses to participants.
- Created and nurtured relationships with NWESD regional directors and special education providers in order to elicit feedback from member districts to identify vital support and services.

School Nurse Corps (SNC)

- Conducted multiple site visits and phone conversations with Darrington School District for transition, orientation, and mentoring of new nurse.
- Provided five professional development trainings for School Nurse Corps (SNC) nurses in 13 districts and the NWESD cooperative program.
- Facilitated regional school nurse trainings which promoted evidence-based, best-practice learning.
- Provided annual site visits to 12 SNC districts during the fall of 2011, meeting with SNC district nurses and superintendents to discuss and identify needed support and services.

Teaching & Learning (T&L)

- Provided support for the new science assessments and biology end of course exam.
- Continued to provide support for formative assessment implementation throughout the NWESD region.
- Continued development of NWESD *Curriculum-Based Assessment (CBA)* project/product (Coupeville, LaConner, Lynden, Mount Baker, Shaw, South Whidbey, and Sultan school districts) adding second grade to the library of assessments.
- Connected NWESD *Response to Intervention (RTI)* trainers with Special Programs & Services (SP&S) staff to select and support up to three regional schools in improving *RTI* practices.
- Developed agendas for regional Curriculum Directors' meetings to feature long-term professional development of the *Common Core State Standards in Mathematics and English/Language Arts*.
- Attended Curriculum Directors' meetings to provide and solicit information regarding needed services.
- Facilitated regular regional Curriculum Directors' meetings to both inform and connect with participating district leaders.
- Worked with the Assistant Superintendent for Operations to create a professional development plan for districts ready to pilot the *Homeroom for WSIPC* data tool.
- Worked with Regional Math and Science Coordinators, Teachers on Special Assignment, and the Literacy Specialist to offer ongoing professional development in standards and assessment to K-12 Sultan School District teachers.
- Worked with members of the Northwest Regional Data Center (NWRDC) to guide the CBA board members through an inquiry activity regarding placing student assessments teacher/student reports online.
- Served as a regular member of the State School Improvement team to participate in the ongoing planning of professional development to those schools identified as 'persistently low-performing'.
- Participated in regular Directors' meetings to share district needs and agency response.
- Planned and provided professional development for member districts when requested.
- Participated in *Fairness and Bias Review* session, examining reading items for CBA cooperative.
- Met with teachers in the Arlington, Burlington-Edison, Ferndale, and Sedro-Woolley school districts, as well as Darrington Elementary School to introduce the *Collaborative Inquiry Cycle* in mathematics.
- Facilitated a workshop for math teachers and administrators at Haller Middle School in Arlington School District for the *Collaborative Inquiry Cycle* in mathematics.

Target #1

- Facilitated cycles of teaching and learning in math to classroom teachers at Concrete Elementary/Middle School, Darrington Elementary School, Dutch Hill Elementary School in Snohomish School District, Haller Middle School in Arlington School District, South Whidbey Elementary School, Sultan Middle School, and Horizon Middle School and Vista Middle School in the Ferndale School District.
- Modeled discourse in the classroom by teaching studio lessons at Sultan Middle School and Concrete Elementary/Middle School.
- Coordinated a unit of best practices in problem solving at Haller Middle School in Arlington School District.
- Coordinated discussions of instructional best practices using the *Common Core State Standards* for mathematics with teachers at Dutch Hill Elementary School in Snohomish School District and Darrington Elementary School.
- Provided ongoing math content professional development to middle school teachers in the Arlington, Concrete, Ferndale, and Sultan school districts and elementary teachers in Darrington, Snohomish, and South Whidbey school districts.
- Informed teachers of upcoming *Common Core State Standards* for mathematics in Arlington, Burlington-Edison, Concrete, Darrington, Ferndale, Snohomish, South Whidbey, and Sultan school districts.
- Mentored science teachers, principals, and administrative staff through the *Collaborative Inquiry Cycle* for science in the following schools: Meridian School District (cadre of 5th through 12th grade science teachers), Park Place Middle School (Monroe School District), Lynden Middle School, and Seattle Hill Elementary (Snohomish School District).
- Provided training for the 3rd grade teacher team from Seattle Hill Elementary in Snohomish School District and the 4th grade teacher team from Sultan School District's Gold Bar and Sultan Elementary schools in the *Collaborative Inquiry Cycle* for science.
- Provided introductory experience in *Science Curriculum Topic Study* to the science *Collaborative Inquiry Cycle* teams.
- Co-planned and co-facilitated professional development in creating standards-based learning progressions and formative assessments for the *Northwest Assessing with Learning Progressions in Science Program (NWALPs)* for elementary teachers.
- Co-planned professional development for Sedro-Woolley School District elementary teachers in creating standards-based learning progressions and formative assessments for each of their adopted science kits.
- Attended *Science, Technology, Engineering and Math (STEM)* workshops.
- Attended and supported training in *Continuous Improvement Techniques Classroom-Level (CIT-CL)* workshops.
- Provided workshops to begin implementation of the *Common Core State Standards* where requested by Darrington, Lynden, Sedro-Woolley, and Sultan school districts.
- Facilitated six day-long meetings of the *Literacy Leadership Network* to develop teacher-leaders' knowledge of the *Common Core ELA State Standards*, to create a professional network of literacy leaders, and to provide updates from OSPI.
- Provided five full-day foundational reading workshops to all elementary teachers and administrators in Lynden School District to prepare for an elementary materials adoption.
- Provided two secondary literacy workshops to Lynden Middle School staff during half-day release.
- Collaborated with Teaching & Learning (T&L) professional development providers to establish common language and professional development about formative assessment and learning progressions.
- Facilitated a *NWESD STEM Summit* with the Northwest Leadership and Assistance for Science Education Reform (NW LASER) Director, Regional Science and Math Coordinators, and the Educational Technology Support Center (ETSC) Director.

Target #1

- Continued services of the Science Materials Center (SMC) Cooperative by refurbishing science kits. Current SMC members include Burlington-Edison, Coupeville, Ferndale, Granite Falls, LaConner, Lake Stevens, Lakewood, Marysville, Mount Vernon, Orcas Island, Shaw Island, Snohomish, Stanwood-Camano, and Sultan school districts, and Lummi Nations Tribal School.
- Sponsored regional *Poetry Out Loud* coaches' workshop and competition for high school teams from Anacortes, Bellingham, Burlington-Edison, Concrete, Coupeville, Darrington, Ferndale, Mount Vernon, Stanwood-Camano, and South Whidbey school districts.
- Co-facilitated year-long regional *Administrative Professional Certification* seminars, serving candidates from Edmonds, Everett, Marysville, Northshore, and Oak Harbor school districts.
- Presented informational sessions on *CCSS* and *TPEP* initiatives to District School Boards in the Darrington, Lopez Island, and Shaw Island school districts as well as regional school administrators' and principals' association meetings.
- Presented professional development sessions regarding classroom assessments and learning targets to the Burlington-Edison School District Administrative team.
- Presented professional development to Edmonds School District's paraprofessionals.
- Facilitated six CBA board meetings to promote conversation about district-level professional development and movement to online assessment/reporting.
- Attended regional Superintendents' and Washington Association of School Administrators (WASA) meetings to make connections with regional administrators.
- Connected regularly with regional superintendents, personnel association members, principals, teachers, and representatives from higher education as part of NWESD's *Administrative Professional Certification* program.
- Served as a member of the NWESD Accreditation team during site visits and accreditation panels to connect with principals.
- Volunteered to work at the *State Knowledge Bowl* competition to represent the NWESD with over 40 regional readers/judges.
- Facilitated the *Math Coach Professional Learning Community (PLC)* at NWESD.
- Solicited regular input from Title I Directors to develop agendas for quarterly meetings.
- Collaborated with OPSI's Title I Office to provide meaningful quarterly network meetings for Title I Directors.
- Continued to establish district contacts and connections, and began new support relationships with Coupeville, Ferndale, Sedro-Woolley, and Shaw Island school districts.

Technology Services (TS)

Educational Technology Support Center (ETSC)

- Facilitated the online course *Thinkfinity in the Classroom* for participants from Bellingham, Cheney, Everett, Lake Quinault, Lake Stevens, Meridian, Mount Vernon, and North River school districts.
- Collaborated with SP&S to present an online overview of technology for special needs populations for the September Special Education Directors' Meeting.
- Facilitated delivery of two vendor-provided staff trainings for Ferndale School District (*Micro K-12*, two sessions).
- Facilitated one vendor provided training for Concrete School District (*CIM Technology Solutions*).
- Hosted an online E-Rate training which was attended by Lake Stevens School District.
- Worked with external trainers to develop ten courses on themes and topics that arose from numerous conversations with district contacts. Three of these courses were successfully completed; others will take place during summer and fall.
- Partnered with Puget Sound Educational Service District and a trainer from LaConner School District for delivery of the *Teacher Librarian Peer Coaching (TLPC)* program.

Target #1

- Delivered two workshops (*Beginning iPad Training for Educators* and *Intermediate iPad Training for Educators*) which targeted educators who work with special needs and ELL populations. Combined, there were 38 participants from Anacortes, Bellingham, Coupeville, Edmonds, Ferndale, LaConner, Lakewood, Marysville, Monroe, Oak Harbor, and Snohomish school districts.
- Presented two *Take an iPad Home* workshops with another scheduled for May 2012.
- Collaborated with T&L in the scheduling and development of an *Open Education Resources (OER) Summit* to enable districts to become better informed about this developing field which will be offered in the fall.
- Met with technology contacts (both infrastructural and instructional) in all 35 regional districts over the course of the year to discuss current initiatives/projects and to explore ways in which NWESD can provide support and assistance.
- Hosted seven technology roundtables to provide a forum of communication and support for technology contacts in our regional districts.
- Met with the principal of Samish Elementary School in the Sedro-Woolley School District to discuss a potential role for the ETSC in the delivery of a pilot school-based professional development model focusing on technology integration.
- Met with instructional technology specialists from the Burlington-Edison, Concrete, Ferndale, LaConner, and Mount Vernon school districts to discuss professional development needs/interests and to plan for courses addressing those needs.

Learning Resource Cooperative (LRC)

- Provided digital resources to 33 school districts within the NWESD region.
- Provided each member school with individual emails identifying access codes and passwords for services and databases requested by districts.
- Developed a process for maintaining codes and passwords and a system so they are available to districts upon request.
- Worked with Communications Specialist to create a database for the NWESD website that will allow districts and schools to identify resources/databases their schools are receiving from the LRC.
- Maintained membership contact lists and kept clients apprised of services available from the LRC.
- Continued NWESD's partnership with Washington Learning Source (WLS) to provide a one-stop shop for additional resources for districts in our region. WLS currently serves 25 districts in the NWESD region.
- Represented NWESD in combined monthly WLS and Media Directors' meetings.

Technology Services (TS)

- Worked with vendors to provide highly requested and affordable research tools and services to our member districts.
- Managed Network Cooperative which provided technical support services to 20 districts within our region.
- Provided network and server support to Granite Falls, Lynden, Orcas Island, and Snohomish school districts.
- Visited every district within the NWESD region to better understand their use of technology, to share information on what other districts are doing, and to discuss ways that NWESD could provide additional assistance.
- Met several times with MERO to discuss how Technology Services (TS) could better support them.

Target #2

Encourage staff initiation and evaluation of potential opportunities within the NWESD to provide new services to districts and schools.

Administration (ADMIN)

Superintendent's Office (ADMIN)

- Provided support and relationship connections related to *Early Learning System* grant-funded development.
- Supported *State P-3 Partners* leadership work in region.
- Secured, in partnership with Puget Sound Educational Service District, *Working to Strengthen School & Community Connections for Homeless Children and Youth* grant.

Fiscal (FIS)

Resource Development (RD)

- Developed a partnership with the *Skagit Community Foundation* in preparation for submitting a grant proposal.
- Maintained partnership with the behavioral health community and worked on translating these relationships into new or enhanced projects for the NWESD and districts.
- Worked with SP&S to explore the feasibility of developing an early learning center at the NWESD.
- Worked with Skagit County Public Health and Children's Administration, Sedro-Woolley School District, and Northsound Mental Health to explore the feasibility of developing school-based health clinics in the region.
- Worked with the Prevention Center to prepare and respond to an RFP or RFQ to provide children's mental health services in San Juan and Island counties.
- Worked with SP&S and Prevention Center to develop dropout prevention program.
- Secured E-Rate funding in the amount of \$750,000.
- Concluded a three-year long E-Rate-related appeal on behalf of Arlington School District netting \$100,000 for the district.
- Attended a SP&S meeting to provide an overview of development work for the department and provided tips for locating and securing grants.

Migrant Education Regional Office (MERO)

- Initiated an innovative 'train the trainers' model for a workshop providing easier access to information by more teachers.
- Restructured a four-day workshop into three days, making it more accessible to parents and staff.
- Created an innovative migrant-specific data package to support district improvement of local migrant education programs.
- Assisted Nooksack Valley School District in obtaining additional funding which enabled migrant parents to attend the national migrant conference in Portland.

Prevention Center (PC)

- Provided initial training on *Complex Trauma and Attachment, Self-Regulation and Competency* to regional schools as a precursor to more in-depth training.
- Offered in-depth training through *Skagit Community Services Readiness to Learn* grant in Skagit County schools and other schools in region through the *Prevention Redesign Initiative*.

Target #2

- Met with Anacortes, Concrete, LaConner, and Sedro-Woolley school districts to determine need for substance abuse treatment services.
- Investigated and met with MERO and SP&S directors regarding the *Dropout Re-engagement Initiative* through House Bill 1418.
- Collaborated with Puget Sound Educational Service District prevention staff to continue *Gates Foundation* funding for the *Homeless Initiative* in Snohomish County.
- Explored opportunities to expand treatment services in Whatcom County.
- Examined the possibility of the NWESD becoming a licensed mental health agency.
- Provided *Adverse Childhood Experiences (ACE) / Complex Trauma* training to the following regional school districts: Anacortes, Arlington, Bellingham, Blaine, Burlington-Edison, Edmonds, Marysville, Mount Vernon, Sedro-Woolley, and Stanwood-Camano.
- Provided *McKinney-Vento* trainings to the following districts: Anacortes, Arlington, Bellingham, Blaine, Concrete, Darrington, Edmonds, Everett, Granite Falls, LaConner, Lake Stevens, Lopez Island, Lynden, Meridian, Monroe, Mount Baker, Mount Vernon, Mukilteo, Nooksack Valley, Orcas Island, Sedro-Woolley, South Whidbey, Stanwood-Camano, and Sultan.
- Created a network to access community resources in partnership with the Snohomish County Homeless Policy Task Force.

Special Programs & Services (SP&S)

Autism Outreach Project (AOP)

- Contributed an article on educating students with autism to winter edition of the *Education Connection*.

Regional Cooperative Programs / Institutional Education (CO-OPS/IE)

- Provided consultation to a district regarding Deaf/Hard of Hearing Program services.
- Hosted a presentation by the Prevention Center at Skagit Discovery regarding *Adverse Childhood Experiences (ACE)*. All Discovery programs were invited to attend.
- Celebrated Whatcom Juvenile Detention Center's receipt of the *Whatcom County Library Golden Apple Award*.
- Applied for a grant to enhance horticulture program at Northwest Regional Learning Center (NRLC), assisted by NWESD Development Officer, Eric Chambers.

School Nurse Corps (SNC)

- Composed an *Education Connection* article celebrating School Nurse Organization of Washington awards to two district staff and NWESD School Nurse Corps Administrator.
- Discussed potential for establishing a school-based health center in NWESD region with NWESD administration, prevention center director, and community health/education partners.

Special Education Administrative Services (SEAS)

- Collaborated with NWESD Development Officer in the planning and coordination of the 2nd *Annual Systems of Care Institute: Philosophy and Practice in the North Sound* training in August 2011.
- Provided intra-department monthly updates as standing agenda item to communicate innovative ideas and promote collaboration within and across departments.
- Promoted grant coordination between OSPI and NWESD (e.g., T&L department in pursuit of grant from National Council of Teachers of Mathematics, and regional professional development based on *IDEA Resources for Inclusive Settings (IRIS)* training module).
- Investigated possibility of receiving federal funds through the Washington State Partnership Council on Juvenile Justice (WA-PCJJ) and Office of Juvenile Justice & Delinquency Prevention grant process.

Target #2

- NWESD Development Officer Eric Chambers met with SP&S staff to review grant procurement protocol.
- Surveyed member districts to determine need for supplemental services to be provided by occupational therapists, physical therapists, speech and language pathologists, school psychologists, and audiologists.

Teaching & Learning (T&L)

- Organized and facilitated the *Schools of Distinction* ceremony in November for over 20 regional schools.
- Completed two site visits/observations to each of the 13 TOSA team/school sites.
- Examined regional district data with MERO team to prepare for a first-time data carousel.
- Coordinated the 25th annual *Young Authors Conference* at Skagit Valley College in Mount Vernon. Over the course of a week, 13 authors and illustrators presented to over 1,300 students from more than 50 public, private, and homeschool programs from the NWESD region.
- Facilitated the *STATE Large Schools Knowledge Bowl Championship* celebrating scholars.
- Assisted in writing a math/science partnership grant to fund the improved content knowledge and use of learning progressions and cycle of inquiry in regional districts.
- Worked with NWESD team to analyze deliverables and apply for a state *Response to Intervention (RTI)* grant to work with at least three regional schools in improving their *RTI* practice.
- Applied for, received, and co-facilitated monthly *TPEP* workshops for regional districts (Conway, Coupeville, Everett, Mount Vernon, and South Whidbey) ready to engage in the new evaluation system.
- Submitted a letter of interest to Washington STEM for funding to create math tasks at pre-K through grade 3 levels.
- Applied for and received *Math and Science Partnership (MSP)* funding.
- Applied for Washington *Science, Technology, Engineering, and Mathematics (STEM)* funding.
- Participated in the *MSP* grant acquired to offer *NWALPS* project.

Technology Services (TS)

Educational Technology Support Center (ETSC)

- Investigated the potential of forming a professional development cooperative with key district contacts during district site visits over the year.
- Discussed with district technology contacts and regional representative of Hapara, Ltd., developer of *Teacher Dashboard* for *GoogleApps*, to explore feasibility of forming an ETSC-managed 'pilot co-op' to enable districts to license and implement the *Teacher Dashboard*.

Technology Services (TS)

- Implemented *Crash Plan* as a new technology to provide a backup system for laptops at NWESD. It is also being deployed in the San Juan Island School District.
- Implemented WPKG (*Windows* package deployment) in the South Whidbey and Lakewood school districts.

Target #3

Enhance two-way communication with member districts, other educational service districts (ESDs), the Office of Superintendent of Public Instruction (OSPI), and the public at large.

Administration (ADMIN)

Communications (COM)

- Participated in the Snohomish County Public Relations cooperative and served as liaison between the Snohomish County school districts and the NWESD.
- Utilized social media to communicate with member districts and the public at large.
- Collaborated with the current and former directors of Northwest Regional Data Center (NWRDC) to update the website to improve ease of use and accessibility for clients.

Operations (OP)

- Worked with Northwest Regional Data Center (NWRDC) to develop a set of four modules on data quality for OSPI.

Payroll/Personnel (PAYPERS)

- Conducted a salary study which encompassed over 1/3rd of NWESD's positions, involving participation from all other educational service districts, and Bellingham, Burlington-Edison, Everett, Marysville, and Snohomish school districts' human resource departments.

Superintendent's Office (ADMIN)

- Regularly attended county superintendent meetings.
- Facilitated Northwest Regional Data Center (NWRDC) Executive Committee meetings.
- In partnership with Northwest Educational Service District's Executive committee, developed regional Superintendents' Advisory Committee (SAC) meetings that are responsive to member district interests and needs.
- Coordinated *Schools of Distinction* recognition for ten member districts (Blaine, Conway, Coupeville, Edmonds, Lake Stevens, Mukilteo, Nooksack Valley, Sedro-Woolley, Snohomish, and Sultan).
- Presented *Teacher of the Year (TOY)* award at Ferndale School District.
- Participated in Shuksan Middle School program visitation.
- Participated on Association of Educational Service Districts (AESD) Executive Board.
- Strengthened relationships with State Board of Education (SBE), including regional and state meeting participation.
- Participated in Washington Association of School Administrators (WASA) 108 and 109 regional events.
- Participated as Washington School Information Processing Cooperative (WSIPC) Board member.

Fiscal (FIS)

Fiscal (FIS)

- Invited OSPI to present various accounting and compliance trainings to school district members.
- Participated as a member of the School District Accounting Advisory Committee to collaborate with OSPI on the accounting manual and other issues.
- Regularly attended and actively participated in ESD Chief Finance Officers' and Assistant Finance Officers' meetings to address common issues.

Target #3

Transportation (TRANS)

- Attended monthly meetings with other transportation coordinators and OSPI staff to gather information to share with districts and to maintain statewide consistency in transportation operation procedures and compliance.

Migrant Education Regional Office (MERO)

- Participated with NWESD, OSPI, and other educational service districts in CCSS training.
- Participated in a Migrant Statewide Strategic Planning Task Force with OSPI.
- Participated in more than a dozen meetings with OSPI and MERO offices at Educational Service District's 105 and 171 to collaboratively plan and consistently implement the state goals.

Northwest Regional Data Center (NWRDC)

- Updated 24 existing reference guides to reflect changes to software.
- Designed seven new business workshops and provided 58 district consultations.
- Created, marketed, and posted Northwest Regional Data Center (NWRDC) annual survey. There were 255 respondents representing 43 districts. These results were used to develop and schedule training classes, new protocols, and district consultations as requested.
- Delivered 126 *Washington School Information Processing Cooperative Enhanced Skyward Point-and-Click (WESPaC)* student workshops; 79 of which were at regional locations, 60 district consultations, and over 139 extended phone consultations to help clients understand new software features and/or bring on new modules.
- Developed and delivered online training opportunities in response to requests by clients who could not get approval to travel to Everett for trainings.
- 25 clients participated in *Personal Budgeting Highlights* and 75 participated in a demonstration of the new web interface via the Internet.
- Offered the March *NWRDC District Contacts User Forum* participation via *Adobe Connect* with five districts participating.
- Offered an *Intro to Web* training via *Adobe Connect* to employees at Orcas Island School District.
- Provided *Footprints* monthly and ongoing district use ticket summary information.
- Provided NWESD's Communications Specialist input for organizational design and structure of new NWRDC website. Reviewed website design as updates were made and provided requirements and feedback.
- Formed subcommittee to determine content tags for documentation and announcement areas of new site.
- Presented 14 different fiscal, human resources, and student workshops at *Washington State WSIPC User Group (WASWUG)* conference.
- Participated in NWESD Technology Roundtable Meetings.
- Attended *Washington Association of School Business Officials (WASBO)* Payroll, Personnel, and Retirement Committee monthly meetings.
- Attended WASBO Accounting and Budgeting Committee meetings and Purchasing Committee meetings
- Attended OSPI *Comprehensive Education Data and Research System (CEDARs)* and *Highly Qualified Teachers (HQT)* trainings and disseminated information to districts.
- Attended Business Manager monthly meetings with districts from Island, Skagit, Snohomish, and Whatcom counties.
- Participated in bi-monthly *Homeroom* for WSIPC meetings.
- Participated in trainings for districts piloting *Homeroom*.
- Participated in WSIPC IT Special Interest Group.
- Attended a Special Interest Group meeting at Educational Service District 113 with *Skyward* representative regarding improvements to *Standards-based Gradebook*.

Target #3

- Provided the following Student User Forums (UF) (each meeting multiple times per year): *District Contacts UF, Secondary Gradebook UF, Secondary Registrants UF, Secondary Counselors UF, Special Ed UF, Health UF, Standard Gradebook UF, Special Program UF, Alternative Leadership Experience (ALE) UF.*

Prevention Center (PC)

- Met monthly and emailed bi-monthly with personnel from all *Prevention Redesign Initiative* schools including Bellingham, Darrington, Everett, and Ferndale.
- Met quarterly with *Homeless* liaisons in Snohomish County.
- Emailed prevention specialists in all regional schools regarding trainings and emerging research.
- Collaborated with Puget Sound Educational Service District on homeless initiatives in King, Pierce, and Snohomish counties.
- Continued collaboration with Educational Service Districts 112 and 123 to provide treatment services to students in our region.
- Met monthly via interactive video with OSPI regarding *Prevention Redesign Initiative*.
- Met monthly via interactive video with Prevention Center directors regarding emerging statewide initiatives, data collection, and current projects.
- Trained four prevention specialists on *Project SUCCESS*, an evidence-based program, to provide services in the Bellingham, Darrington, Everett, and Ferndale school districts.

Special Programs & Services (SP&S)

Autism Outreach Project (AOP)

- Linked with agencies serving students with autism to further identify needed service supports and maximize resources, including the Autism Society of Washington, Parent to Parent, Department of Health, Center for Change in Transition, University of Washington Autism Center, and Seattle Children's Hospital.
- Provided ongoing two-way communication to school districts, educational service districts, OSPI, and the public via informational brochures, catalog mail outs, marketing campaigns, phone calls, emails, and the AOP website.
- Collaborated with OSPI and other educational service districts to deliver statewide training and workshops on autism spectrum disorders.
- Provided input on training topics, shared information, and facilitated the NWESD site for statewide interactive video training developed by Seattle Children's Hospital for families of children with autism.
- Collaborated with North Central Educational Service District to co-sponsor and present at the *OSPI Combined Summer Institute*.
- Coordinated with autism specialists and OSPI-funded State Needs Project to address statewide, regional, and community needs.
- Provided information to families on OSPI resources and contact information for the OSPI Special Education Ombudsman. (with SEAS)

Early Childhood/Early Learning (EC/EL)

- Participated in four local and regional group meetings (e.g., county early learning networks) to promote communication regarding program development, best practices, and integrated student support.
- Developed and coordinated an interdisciplinary team of consultants who provided consultation to 29 licensed care providers to improve the quality of child care for infants and toddlers in the NWESD five-county region.
- Developed a questionnaire for district staff to use when analyzing Child Outcome Summary Form (COSF) data.

Target #3

- Represented regional and NWESD perspective on the statewide WaKIDS Steering Committee and Task Group, and Birth-to-grade-12 Comprehensive Literacy Plan Committee.
- Attended and disseminated information from monthly OSPI/ESD Early Childhood and Early Learning meetings.
- Coordinated and facilitated OSPI training regarding changes to special education service transition for children at age three (Indicator 12).
- Developed Crosswalk between COSF elements and new Washington State Early Learning and Development Guidelines; shared with other ESD EC Coordinators and special education administrators and provided training to 17-plus districts in NWESD region.

Regional Cooperative Programs / Institutional Education (CO-OPS)

- Attended and participated in OSPI Institutional Education quarterly meetings, disseminating information to enhance regional service supports.

School Nurse Corps (SNC)

- Provided coordination/collaboration efforts with other public health and education agencies (e.g., Seattle Children's Hospital, local health departments, all educational service districts, Western Washington University, OSPI, Seattle Pacific University, and Whatcom Community College Nursing Program).
- Served on local, regional, and state committees regarding school nurse practices including University of Washington's Nursing Advisory Board.
- Coordinated with School Nurse Organization of Washington (SNOW) for regional school nurse trainings.
- Shared timely updates, information, and resources to all regional school nurses via e-mails, trainings, regional meetings, videoconferences, website, and phone consultations.
- Provided consultation and technical assistance to member district administrators, staff, students, parents, and community members on matters related to school health and student and staff safety.
- Fostered ongoing regional, state, and national partnerships to provide technical assistance, access to experts in the field, and best practice information. (SNOW, Washington State Department of Health [DOH], OSPI, Nursing Care Quality Assurance Commission, Washington State Nurses Association [WSNA], and National Association of School Nurses [NASN].)
- Provided state leadership and collaboration with nursing commission for school nurse practice related to seizure management in schools.
- Attended monthly SNC meetings to enhance two-way communication and lend regional SNC perspective and understanding of district.
- Expanded lending library and enhanced online resource guide to be used statewide between all educational service districts.
- Maintained ongoing communication with OSPI Health Services Program Supervisor and other staff to strengthen and unify the statewide SNC framework.
- Collaborated with OSPI and all ESD SNC Administrators in an effort to utilize the District Assessment of Student Health Services to identify and respond to member district needs.
- Supported OSPI Health Services Program during absence of the OSPI program supervisor.

Special Education Administrative Services (SEAS)

- Provided coordination of services for school-aged children in Skagit County via partnership with the Region 3, Children's Policy Executive Team, and Skagit County Community Services.
- Provided monthly special education director meetings (Snohomish County; Whatcom County; and Skagit/Island/San Juan counties).
- Collaborated with Washington Initiative for Supported Employment (WiSE) to provide regional support and training.

Target #3

- Utilized Continuous Improvement tools and consulted on Logic Model revisions to focus and enhance coordination of the Region-3 Children's Policy Executive Team, relative to mental health supports and school-wide intervention services for high-risk students.
- Hosted a region-wide meeting with partner agencies and University of Washington.
- Hosted monthly county-level and quarterly Regional Special Education meetings, including coordination with OSPI for presenters and updates from the Office of Special Education.
- Hosted OSPI training on Assessment Accommodations and Portfolio Assessment, and SafetyNet application process.
- Attended and disseminated information from monthly OSPI/ESD Special Education Administrator meetings to member districts.
- Provided technical assistance using OSPI modules and NWESD developed templates and matrix examples to district administrators and special education personnel.
- Provided a conduit of information between OSPI and district special education directors through presentations at monthly, county-level meetings.
- Presented at quarterly regional special education administrator meetings regarding topics focusing on State Performance Indicators and key issues (e.g., special education law, disproportionality trends, graduation trends, and developing program).
- Disseminated and interpreted OSPI communications to district personnel, providing consultations to small groups and individualized technical assistance to district special education administrators and building personnel.
- Participated in investigation activity with OSPI and UW-Tacoma to identify statewide needs for professional development and service supports in special education.
- Provided specific training to district special education directors, correlated with the State Performance Plan for Special Education (e.g., SafetyNet, Special Education Law, State Performance Indicators, and discipline/behavior interventions).
- Collaborated with *Sound Options* to provide trainings to regional educators and district administrators (*Approaching Difficult Conversations*, *Building Collaborative Teams*, and *Essentials for Effective Teaming*).

Teaching & Learning (T&L)

- Disseminated information from Math Coordinator PLCs (professional learning communities) to classroom teachers.
- Presented questions from classroom teachers to Regional Math Coordinator.
- Began building community relationships with Skagit PUD.
- Participated in collaborative meetings with the Washington State science education community.
- Attended monthly day-long meetings with ESD Assistant Superintendents and OSPI representatives to plan initiatives and monitor progress on mutual projects.
- Hosted OSPI leaders at each of the five regional Curriculum Directors' meetings to help connect them with regional practitioners.
- Served as a member of the state steering committee for the *Common Core State Standards*.
- Worked with a small group to prepare language for the Professional Educator Standards Board to consider regarding alternate routes to obtain an administrator credential.
- Served as a member of the *Teacher Principal Evaluation Project Professional Development Committee* to plan events for those involved in and those interested in this initiative.
- Worked as a member of the NWESD Data Coach team to gain certification in data coaching in preparation to provide services to regional districts and schools.
- Worked with a team to prepare and present a program about the Washington Association of Educational Service Districts (AESD) Accreditation process at the national *AESA Conference*.
- Led the AESD accreditation team through a series of workshops to calibrate practice in all three types of accreditation.

Target #3

- Edited the AESD accreditation manual; prepared and presented hard copies and electronic versions to all educational service districts.
- Facilitated the AESD Accreditation Panels for state high schools seeking AESD Accreditation.
- Collaborated with OSPI to develop professional development modules around *Common Core State Standards in Mathematics*.
- Participated in Reading Benchmark Assessment range-finding.
- Co-authored (with OSPI) and shared two *School Improvement Modules* with Literacy Leadership Cadre.
- Co-developed (with OSPI) and shared three *Common Core State Standards* training modules to Literacy Leadership Cadre and OSPI Teaching & Learning.
- Participated in School Improvement Network K-20's.
- Partnered with OSPI to present an overview of *Common Core State Standards* to Western Washington University teacher-education faculty.
- Offered *Biology End of Course Support* courses in partnership with OSPI, Association of Educational Service Districts (AESD), and the Washington Science Teachers Association (WSTA).
- Facilitated process to operationally define 'newsletter' to determine if a 'newsletter' would 'enhance two-way communication'.

Technology Services (TS)

Educational Technology Support Center (ETSC)

- Attended monthly meetings with counterparts from other educational service districts and the Education Technology Office at OSPI.
- Partnered with the eight other ETSCs and the Education Technology Office at OSPI in the delivery of two statewide Tech Forums.
- Collaborated with Career & Technical Education (CTE) program at OSPI to host two *Microsoft IT Academy* trainings for regional districts at NWESD.
- Collaborated with other regional ETSC programs and OSPI to encourage teachers from eligible districts to apply for the \$10,000 CenturyLink grant.
- Participated in the reading of the CenturyLink grant applications, one of which was awarded to Friday Harbor Elementary School in the San Juan Island School District.
- Partnered with other regional ETSC programs in the planning/delivery of the *Just Google It!* day, which over 50 educators from the NWESD attended.
- Partnered with Snohomish School District to host the March Technology Roundtable at Riverview Elementary School.
- Managed the *Nwroundtable listserv* for the purpose of providing an efficient communication tool for key regional technology contacts.
- Managed three *Outlook*-based mailing lists to facilitate communication with educators interested in 1) videoconferencing in the classroom; 2) tablet devices in the classroom; and 3) online learning.
- Participated in the common use of *Skype* as a tool for communication with ETSC counterparts in other educational service districts as well as a number of district-based technology contacts.

Learning Resources Center (LRC)

- Worked with the other educational service district media coordinators to provide coordinated services to districts such as e-books.

Technology Services (TS)

- Participated in group discussion lists moderated by other ESDs.
- Participated in statewide meetings with K-20 peers, discussing ways to improve support for and the general betterment of the K-20 network's services.

Target #3

- Worked with SP&S to simplify state reporting process for detention programs.
- Worked with NWRDC and the NWESD Communications Specialist to develop, host, and implement the new NWRDC website.
- Hosted monthly roundtables that focused on educational technologies and infrastructure.
- Assisted departments in setting up *Skype* to interview out-of-state applicants.
- Assisted MERO in producing and hosting several video announcements.

Target #4

Maintain internal efficiencies and continue to seek more effective and proficient ways to provide services.

Administration (ADMIN)

Facilities (FAC)

- Assumed additional facility-related responsibilities in order to give staff more time to work in areas of expertise.
- Conserved resources by regular monitoring of building systems and electrical use.

Internal Staff Development Committee (ISD)

- Continued to offer Internal Staff Development trainings as requested or as needed which included *GoogleApps*, *Microsoft Office 2010*, copyright procedures and laws, and *Approaching Difficult Conversations*.

Payroll/Personnel (PAY/PERS)

- Continued to improve orientation and evaluation processes based on feedback from staff.
- Continued staff participation on the Internal Staff Development Committee.

Fiscal (FIS)

Fiscal (FIS)

- Presented internal budget preparation training.
- Surveyed staff regarding services provided by Fiscal to help determine and modify training.
- Presented efficiency tips at Support Staff meetings.
- Consolidated travel information on Intranet and sent instructions with link to all staff.
- Included select NWRDC staff in Business Manager training academy.

Resource Development (RD)

- Worked with the ETSC to evaluate online learning platforms.
- Transitioned two face-to-face classes to an online format for deployment in summer and fall.

Migrant Education Regional Office (MERO)

- Participated on the Internal Staff Development committee.

Special Programs & Services (SP&S)

School Nurse Corps (SNC)

- Maintained online School Nurse Resource Guide to be used statewide.
- Used statewide SNC criteria to determine fair allocation of funding and provision of services to SNC districts.

Special Education Administrative Services (SEAS)

- Utilized continuous improvement tools/technology to identify and operationalize existing services as they relate to district needs and state resources at county and local level.
- Initiated contact with *Sound Options* group and helped facilitate presentation to NWESD and district staff on *Approaching Difficult Conversations*.

Target #4

Special Programs & Services (SP&S, all)

- Utilized videoconference, *GoToMeetings*, *esdWorks*, and phone conferences to maintain efficient forms of communication and training supports.
- Reviewed department administrative assistant responsibilities to maximize support to programs and enhance department consistency.
- Implemented contract/agreement processes and protocols to ensure agency policies and procedures are met.
- Collaborated with the NWESD Communications Specialist to refine marketing campaigns, provide information on classes, conferences, and lending library through the use of the NWESD email marketing system.

Teaching & Learning (T&L)

- Collaborated with Mathematics Coordinator to provide similarly formatted and published regional and district training of the *Common Core State Standards* in Mathematics and English Language Arts (ELA).
- Presented *RTI* modules (Mathematics Coordinator and ELA Coordinator).
- Explored online courses through webinar and *Moodle*.
- Worked with the NW LASER Alliance to explore alternative science materials training supports.
- Met with SP&S team to analyze professional development offerings in order to lower the possibility of duplicated services or titles.
- Supported the construction and ongoing analysis at T&L department meetings of the 'T&L Services Database', allowing team members to record work done within a given district to allow those preparing to do additional work to build understanding of the district's professional development foundation.
- Facilitated and attended monthly meetings, with regular book study on *Embedded Formative Assessment*, to calibrate the department members' language and practice.

Technology Services (TS)

Educational Technology Support Center (ETSC)

- Provided information, support, and trainings to NWESD staff interested in learning how the *iPad* can help improve the efficient delivery of their programs' services.
- Managed the *App Store Volume Purchase Program (ASVPP)* for NWESD enabling the efficient acquisition of apps for *iOS* devices and responded to district inquiries regarding establishing similar programs in their districts.
- Provided support to the Assistant Superintendent for Operations in the use of audience response systems (clickers) for conducting real-time surveys or assessments during trainings or meetings.
- Presented two Internal Staff Development trainings on transitioning from *Office 2007* to *Office 2010*.
- Met with directors of T&L, MERO, Prevention Center, and SP&S to discuss how currently available tools/resources could assist in the delivery of services and professional development.
- Presented an overview of available tools/resources enabling the inclusion of online components to communications and professional development offerings to SP&S, and T&L.
- Collaborated with T&L in the development of a *Moodle* online course to enhance and support the delivery of their *NWALPS* program.
- Collaborated with T&L in the development of a *Moodle* course for use by participants in the *STEM Summit*.
- Collaborated with T&L in the use of *GoToWebinar* to enhance communications and support for their *Formative Assessment for Leaders* group.

Target #4

- Supported MERO in the use of video communication snippets to better communicate with their audience of educators and parents and in the use of audience response systems (clickers) in their meetings and trainings.
- Provided ongoing support for SP&S in their use of *Apex Learning* at their off-site student programs.
- Ensured that professional development offered through the ETSC program included some online components.

Target #5

Provide proactive support services – program, personnel, fiscal, etc. – to districts when appropriate.

Administration (ADMIN)

Payroll/Personnel (PAY/PERS)

- Participated in all new employee orientations.
- Implemented open enrollment for Health Care Authority (HCA) for all employees, including one-time life insurance special enrollment.
- Coordinated the annual evaluation process.

Superintendent's Office (ADMIN)

- Provided extensive proactive financial intervention/support for three school districts.
- Provided Coupeville, Mount Baker, and San Juan school districts with business management services.

Fiscal (FIS)

Fiscal (FIS)

- Provided support to help school districts understand the new enrollment reporting requirements.
- Provided support to help school districts understand the new apportionment reports.

Migrant Education Regional Office (MERO)

- Analyzed survey data obtained from Migrant Directors, as well as over a dozen other migrant data reports, to address needs assessment and service delivery
- Participated in Migrant Statewide Strategic Planning Task Force which drafted the state's goals and service delivery plan for the next three years.

Northwest Regional Data Center (NWRDC)

- Reviewed *Footprints* tracking software to identify trends in call volume and type of calls received.
- Adjusted phone support and staff training as needed, increasing business phone team support from three to five daily.
- Added additional staff members during peak times like payroll batch week.
- Adjusted phone coverage for student queue based on volume of calls and time of year.
- Increased coverage from five person phone team to all available team members at beginning of school, semester change, and the week after software releases.
- Completed a needs assessment consultation with Sumner, Issaquah, and White River school districts.
- Created, marketed, and posted two customer surveys for NWRDC's 45 school districts. The results were posted on the NWRDC website.
- Used survey results to develop and schedule training classes, new protocols, district consultations and adjusted phone teams as requested.
- Created, distributed, and updated critical networking information for district technology staff multiple times via multiple venues.
- Provided on-site, district specific, training and consultations as needed.
- Provided remote participation for each monthly District Contacts User Forum.
- Provided practice workshop sessions internally to improve workshop quality and completed internal team training.

Target #5

- Printed print shop information on the back of the “packed by” inserts.
- Created a new flyer advertising available services.
- Educated clients on services available at a user forum.
- Participated as a vendor at *Washington State WSIPC User Group (WASWUG)* conference.

Prevention Center (PC)

- Evaluated dropout data for region schools to determine possible placement of a dropout re-engagement program.

Special Programs & Services (SP&S)

Autism Outreach Project (AOP)

- Presented to SNC group in November 2011.

Early Childhood/Early Learning (EC/EL)

- Developed *SharePoint* site as information and data hub for regional early learning coalition.
- Collaborated with T&L on math and science instruction for early learning and coordination of math supports for students identified with special education needs.

Regional Cooperatives Programs / Institutional Education (CO-OPS/IE)

- Conducted survey of member districts to assess needs of students serviced by *Summit Program*.

School Nurse Corps (SNC)

- Conducted 13 site visits to SNC districts for annual review with school nurse and administrators.
- Conducted site visit with OSPI to a Class I district to assess needs of larger district.
- Used statewide SNC criteria to determine fair allocation of funding and provision of services to SNC districts.
- Conducted service review with SNC nurses to seek most effective means to provide services that meet district needs.
- Utilized OSPI site visit tool and needs assessment, OSPI student data program evaluation, District Assessment of Student Health Services, and OSPI-developed parent and staff surveys to deliver assistance and refine technical assistance and support throughout region.
- Facilitated communication, support, resources, and professional development for school nurse services to the cooperative programs.

Special Education Administrative Services (SEAS)

- Provided professional enhancement and top-directed trainings (e.g., due process, child find and evaluation, discipline, budgeting, etc.) for new and developing special education directors (seven districts).
- Provided *Positive Behavior Intervention in Schools (PBIS)* training framework focused on building teams (Cohort 1) for 2011-12 implementation, and developed Cohort 2 plan for 2012-13.
- Provided in-depth consultation and technical assistance with numerous school districts on such topics as district policy and procedure requirements, evaluation procedures, staffing ratios, *Specially Designed Instruction (SDI)* service delivery, personnel development, and transition services.
- Conducted review with special education directors and utilized district performance and risk assessment data to identify staff development and training needs to support students with autism spectrum disorders.
- Conducted county survey regarding district needs for *Positive Behavior Intervention Support (PBIS)* and *Sound Options* training support; and coordinated same.

Target #5

- Presented *PowerPoint* presentation to share history, funding sources, and deliverables at SP&S department meetings (Co-ops, SNC, AOP, Early Childhood, SEAS, and Early Literacy).

Teaching & Learning (T&L)

- Worked with districts/schools identified as ‘persistently low-performing’ as requested, providing services in assessment and data interpretation.
- Met with members of SP&S to determine which districts had the most need to provide focused support.
- Served as a member of Association of Educational Service Agency (AESA) Data Coach/Assessment work group to plan proactive support to regional districts.
- Identified districts that would benefit from *RTI* grant money and professional development.
- Used input from *Literacy Leadership Network* members to develop workshop topics and yearly areas of study.
- Reviewed ran-ordered lists of school performance from OSPI’s Secondary Education/School Improvement program to identify schools to receive services and grants.
- Reviewed data for Lake Stevens Middle School’s plan to deliver focused, monthly staff development to implement an academic vocabulary system.
- Attended *Science Partnership Academy* with district representation from Lakewood and Snohomish school districts in order to think regionally about science education.

Technology Services (TS)

Educational Technology Support Center (ETSC)

- Conducted a targeted survey via the *Nwroundtable listserv* to determine which regional districts had established *Google Domains* to determine how to best provide support for those districts.

Learning Resource Cooperative (LRC)

- Provided technical support for districts in relation to digital resources received to connect them to the proper trainer.

Technology Services (TS)

- Monitored and provided preventive maintenance on firewall and other Linux services for 17 districts in our region.