



STARK COUNTY

EDUCATIONAL

SERVICE

CENTER

CORE SERVICES

# **Stark County Educational Service Center**

## **CORE SERVICES**

**This booklet summarizes services available to member districts  
in the areas of:**

**Administrative Services**

**Business Services**

**Curriculum and Instruction Services**

**Special Needs / Student Services**

**Early Childhood / Family-Community Partnerships**

**Information Technology Services**

# **Administrative Services**

## **Administrative Staff Development**

- Conferences
- Credit courses
- Workshops

## **Board of Education Inservice**

- New board member dinner and orientations
- Annual all-county board dinner and workshops
- Individual board workshops
- Grassroots meetings

## **Community / Agency Collaboration**

- Autism Spectrum Disorder Task Force
- Canton City Board of Health
- CARE Team
- Chamber of Commerce
- Character Counts / People of Character Reception
- Cultural Arts Agencies
- Education Celebration
- Family Council
- Junior Achievement
- Leadership Stark County
- Local Emergency Planning Commission
- Mental Health and Recovery Services Board of Stark County
- P – 16 Compact
- Salvation Army
- Sisters of Charity Foundation
- Stark County Department of Jobs and Family Services
- Stark County Fair Board
- Stark County Family Court
- Stark County Safety Council
- Stark Development Board
- Stark Education Partnership
- State Support Team for Region 9
- United Way
- Workforce Development

## **Continuous Improvement Process (CIP) / Strategic Planning Coordination**

- Consulting
- Data analysis
- District surveys
- Facilitation for Continuous Improvement Process

## **Collaborative Initiatives**

- Facilitation of inter-district projects
- Management of county-wide and multiple-district initiatives
- Shared Services

## **Crisis Management**

- Mobilization of countywide resources
- Support for emergency situations

## **Home Schooling**

- Coordination / approval of home schooling applications
- Legal appeals
- Review compliance issues for districts

## **Insurance Program Implementation and Management**

- Fleet
- Health
- Liability
- Property

**Legal Services** – Comprehensive legal services provided by a staff attorney with experience in school and labor law – areas include:

- Litigation
- Abatement / tax issues
- Special education
- Legal inservices
- Suspensions and expulsions
- Administrative agency representation
- Labor and employment issues

### **Management Searches**

- Conduct superintendent searches
- Conduct treasurer searches

### **Marketing / Public Relations**

- Support for levy campaigns
- Relationship with media
- Workshops for marketing and public relations staff

### **Negotiations and Labor / Management Issues**

- Contract negotiations
- Grievances
- Arbitration / mediation

### **Problem Solving**

- Labor and management
- Board of Education issues
- Fiscal concerns
- Technology

### **Superintendent Meetings**

- Monthly meetings and roundtables
- Legislative breakfasts
- Hot topics meetings (i.e. Homeland Security, Public Records Law)

# Business Services

## **Bidding / Cooperative Purchasing**

Cooperative purchasing programs for 59 school districts and related agencies in the areas of:

- 403(b) Third Party Administrator Services
- Administrative Software
- AEDs
- Artificial Turf
- Classroom Supplies
- Computer Printers and Software
- Copiers and Copier Supplies
- Custodial Supplies
- Document Management
- Drug / Alcohol Testing
- Electrical Supplies
- Electricity
- Food and Paper Products, Including Bakery and Dairy
- Fuels – Gasoline and Diesel
- Furniture Catalog
- Industrial Supplies Catalog
- Interactive Technology Catalog
- Insurance – Health, Fleet, Liability and Property
- Kitchen Supplies and Equipment
- Medicaid Billing Agent
- Mobile Learning Solutions
- Musical Instruments, Equipment and Supplies
- Natural Gas
- Office Supplies Catalog
- On-Line Payment System
- On-Line Training
- Paint
- Paper – Computer and Copy
- Parent Notification Programs
- Portable and Modular Buildings
- Produce
- Rapid Response Notification System
- Refuse Removal

- Roofing
- School Bus and Van Physicals
- School Bus Camera Systems
- School Bus Radios
- School Busses
- Scoreboards and Marquee Signage
- Sports and Health Catalog
- Substitute Calling Software
- Technology Supply Catalog
- Track and Court Surfaces
- Unemployment Services
- Workers' Compensation Managed Care Organization and Third Party Administrator

### **Bus Driver Certification**

Coordinate and provide the following as required by Ohio Revised Code:

- Twelve hours of pre-service training
- Fifteen hours of on-the-bus instruction
- Criminal Background Checks (BCI / FBI)
- Physical and drug and alcohol tests
- Abstract from Bureau of Motor Vehicles
- Commercial Drivers License (CDL)
- Annual four hour inservice training

### **Certification / Licensure / Criminal Background Checks**

- Certification applications and renewals
- Licensure applications
- Substitute training – certify over 1,000 substitute teachers each year
- Electronic fingerprinting – fingerprinting for 4,000 people each year

### **Classified Staff Development**

Classified staff development as required and requested, including:

- Stark County Energy Conservation Group
- Compressed Natural Gas Vehicle Symposium
- Hiring and developing district support staff
- Food service best practice training
- School bus training
- National School Lunch Meal Pattern Training
- Offer vs Serve Training

## **Classified Staff Roundtables**

Roundtable coordination for:

- Business Managers
- Communications Coordinators
- Facilities Managers
- Food Service Supervisors
- Transportation Coordinators
- Treasurers
- Workers' Compensation Group

## **Collaboration**

Local and state collaborations:

- Annual Stark County Fair Band Show
- Association of Educational Purchasing Agencies (AEPA)
- Junior Achievement of East Central Ohio, Inc.
- Leadership Stark County Education Day (LSC)
- Local Emergency Planning Commission (LEPC)
- Ohio Council of Educational Purchasing Consortia
- Ohio Schools Consortium Natural Gas Hedging Committee (OSC)
- Police Chiefs / Superintendents Work Group
- Stark County Safety Council
- Stark Regional Transit Authority Transportation (SARTA)

## **Courier**

- SCESSC courier provides services to 30 district locations and related agencies traveling in excess of 36,000 miles per year
- Significant dollar savings in postage and handling for both mail items as well as film and tape library pieces

## **Environmental / Compliance**

- Ongoing training for district staffs in:
  - Blood-borne Pathogens
  - OSHA Circuit Training
  - Asbestos Refresher Training
  - Workers' Compensation PDP Programs
  - Bus and Van Driver Certification and Training
- Trainings as issues arise concerning:
  - Mold control and elimination
  - Indoor air quality
  - Underground storage tanks



## **Financial Analysis and Fiscal Support**

- Assistance in analyzing the financial status of districts
- Interim treasurer services provided when needed
- Mentoring available to new treasurers

## **Fiscal Agency Services**

The SCESC treasurer provides fiscal services for:

- Stark County Educational Service Center (SCESC)
- Stark County Council of Governments (COG)
- Stark / Portage Area Computer Consortium (SPARCC)
- State Support Team – Region 9
- Stark County Schools' Collaborative
- Stark County CARE Team
- Stark County Family Council
- Stark County Help Me Grow
- Olweus Bullying Prevention

Fund expenditures exceed \$214,000,000 dollars

## **Graphic Design / Publications**

- Assists districts with the design and printing of annual reports, athletic programs, business cards, strategic plans, stickers, posters, pocket calendars, wallet-sized schedules, newsletters, dinner programs, dedication programs, posters, bulletin board artwork, and student handbook cover designs
- Aids in staff development by providing one-on-one assistance with computer software and/or design layout

## **Printing**

- Comprehensive printing services available to member districts
- Over 5,666,000 impressions made and 2.6 millions sheets of white paper used annually

# Curriculum and Instruction Services

## **Assessment Literacy / Assessment Alignment**

- Assist in the development of common assessments for all curricular areas
- Assist in the alignment of assessment with curriculum and instruction
- Promote understanding of and for learning
- Guide implementation of standards-based grading
- Assist in development of content literacy in all areas and grade levels
- Assist with Third Grade Guarantee Requirements
- Coordinate a K-12 literacy/ELA lead teacher program
- Assist districts with alignment to the Next Generation of Assessments with the Ohio New Learning Standards

## **Continuous Improvement Implementation**

- Serve districts as curriculum assistants providing in-depth assistance on developing, implementing, and evaluating aspects of their school improvement plans

## **Curriculum Alignment Process**

- Assist with curriculum mapping and alignment of curriculum, instruction, and assessment

## **Data Literacy**

- Conduct regional and district training for understanding and use of the results of Value-Added information
- Provide information and training related to data programs from local, state and commercial programs
- Assist districts in interpreting and using the results of the District Report Cards

### **Entry Year Mentoring and Induction**

- Assist districts in developing and implementing the Ohio Resident Educator Program, Years 1-4
  - Lead mentor meetings
  - Mentor training
  - County-wide Resident Educator Meetings for Year 1 Resident Educators
- Assist districts in teacher licensure implementation (LPDCs and performance based licensure, PRAXIS)
- Share with districts the newest information on licensure, ISLLC standards for administrators, Ohio Principals Evaluation System, Ohio Teachers Evaluation System, and Standards for the Teaching Profession

### **Evaluation: Assist districts in the implementation of**

- OPES - Ohio Principal Evaluation System Training
- OTES - Ohio Teacher Evaluation System Training
- SLO – Student Learning Objectives Training
- eTPES: electronic Teacher and Principal Evaluation System

### **Grant Writing and Development**

- Write and implement local, state and federal grants to meet district needs
- Assist in program evaluation of grants and major initiatives

### **Instructional Materials Study**

- Research and evaluate a variety of instructional materials suitable for all curricular areas including textbooks, supplemental materials, CD-ROMs, software, hands-on materials, and web-based resources, including ODE resources
- Provide tools to evaluate materials
- Research best programs to share information with districts

### **Leadership Development**

Offer leadership development opportunities to current administrators and teacher-leaders

- Principal study groups
- Aspiring administrators / teacher leaders
- Lead teacher meetings in all core curricular areas (math, science, social studies, language arts, arts, foreign language, special education, counselors, English Language Learners, physical education/health, gifted)

### **Master Teacher Certification**

- Conduct Information Sessions on the Master Teacher Program
- Evaluate Master Teacher applications

### **Needs Assessment / Data Collection**

- Conduct needs assessment surveys to determine curricular, instructional, and professional development needs and share results with districts
- Track district report card data to be aware of needs for grants and planning professional development
- Evaluate all professional development and use as formative data

### **Professional Development**

- Offer on-going professional development to meet district needs related to:
  - Administrative Professional Development Series
  - New Generation of Assessments and the Ohio New Learning Standards
  - Roundtables for curriculum directors, gifted coordinators, gifted intervention specialists, principal leaders, counselors, special education directors, CTPD tech prep directors, CTE site leaders
- Provide graduate credit at a reduced cost for licensure renewal
- Provide academic year and summer professional development to meet the needs of districts

### **Race to the Top**

- Guidance and support to implement Race to the Top initiatives

### **Research on Best Practices / State and Federal Mandates**

- Conduct research / receive training to maintain up-to-date information on best practices to share with districts

### **Technology Integration**

- Assist districts in the integration of technology into curricular areas such as SAMM technology training, using blogs, Smart Boards and Podcasting
- Investigate and evaluate innovative uses of technology to enhance curriculum, instruction, and assessment, such as online courses, blended learning, flipped classroom

### **Title I Programs**

- Title I Coordinators' meetings
- *Kindergarten Transition Readiness Task Force* meetings

### **Title III Programs**

- Title III Consortium to serve limited English proficient students
- Consortium meetings to determine, develop and implement district needs
- Staff training in learning strategies to support limited English proficient students
- English Language Services teacher validation (Akron University)

### **Direct Student Programs**

- Offer specific student related projects to meet district needs
  - Annual College Fair for families to explore the offerings of over 130 colleges and post-secondary options
  - The County Math Tournament
- Assist districts in developing dual credit opportunities
- Promote Career Arts Day
- Support Stark County Youth Council
- Promote Junior Achievement programs
- Promote Model United Nations
- Promote National History Day

# Special Needs / Student Services

## Audiological Services

- Services for children with hearing loss
- Hearing screenings for preschool and school age children
- Training for school nurses and speech therapists regarding recommended protocols for hearing screening
- Grants management for the Massillon Kiwanis to provide hearing aids for children and amplification systems for classrooms
- “Hit It” Program for middle and high school students with hearing losses to promote advocacy and communication skills
- Basic and advanced workshops for sign language
- State of the art audiology center for the diagnosis and care of children with hearing loss
- Advocacy for legislation to promote early identification and early intervention of speech services

## SPEAK Program

- Preschool program for hearing impaired children with cochlear implants and hearing aides
- State of the art technology utilized to immerse children in an auditory oral approach to learning

## Occupational and Physical Therapy

- School based services provided to students in an educational setting
- Services for children with a variety of handicaps, including cerebral palsy, Down Syndrome, spina bifida, birth defects, head injuries, pervasive developmental disorders, autism, and muscular dystrophy
- Therapy frame of reference includes neuro-developmental treatment, orthopedic, myofascial release and sensory processing
- Workshops for regular education teachers

## School Psychologists Meetings / Roundtables

- Monthly meetings for school psychologists
- Legal updates regarding federal and state mandates
- Discussions relative to identification and assessment best practices
- Professional development workshops and inservice

### **Services for Children with Multiple Handicaps**

- Services provided for children kindergarten through high school and a transition program provided for students ages 18 through 22
- Academically based curriculum carefully articulated through the grade levels
- Functional activities, including self-help, community experiences, career exploration, and paid job placement
- Speech and language support services designed for social language proficiency
- Private grant provides an annual Prom for graduating students
- Hands-on summer training for teachers in dealing with students identified with Autism Spectrum Disorders
- Summer work program available for students with support from a grant from the Showers Foundation

### **Services for Children with Emotional and Behavioral Issues**

- Services for students grades K-12
- Academically based standards curriculum with an emphasis on socio-emotional skills
- Mainstreaming for students when appropriate
- Group and individual psychological counseling services available
- Speech and language services available
- Workforce Initiative entitled “Ready, Set, Work” provides career exploration, job coaching and paid job experiences for the high school students

### **Special Education Directors Meetings / Roundtables**

- Monthly meetings for county-wide special education directors, coordinators and pupil personnel directors
- Updates on the legal aspects of implementing the federal and state mandates that govern service delivery in special education
- Forum for networking and problem solving special education issues
- Provides email updates from the Council of Exceptional Children, Ohio Department of Education, and OAPSA (Ohio Association of Pupil Services Administrators)
- Professional development workshops and inservice

### **Special Education Lead Teacher Meetings**

- Quarterly meetings for lead teachers
- Legal updates regarding federal and state mandates
- Discussions relative to identification and assessment best practices
- Professional development workshops and inservice

### **Speech / Language Consultation**

- Speech / language pathology service for Emotionally Disturbed and Multiple Disabilities classrooms
- Workshops on the role of language in literary development
- Autism spectrum disorders remediation strategies
- Implementation of the federally IDEA required assistive technology and augmentative communication services
- Summer autism programs for children identified with autism
- Training for Multiple Disabilities teachers to provide appropriate classroom instruction

### **Speech / Language Meetings / Roundtables**

- Monthly meetings for speech / language pathologists
- Updates on federal and state mandates
- Discussions on topics relevant for speech / language therapists
- Professional development workshops and inservice

### **Staff Development and Training**

- Child Abuse Awareness
- CPR
- First Aid
- Medication Distribution Training
- Restraint Training

### **Stark County Exceptional Olympics**

- Annual collaboration event for special needs students throughout the county
- Competitive participation in events including bowling, base running, basketball, indoor hockey, softball, football passing, soccer ball kicking
- Recognition for participation at an awards closing ceremony
- Sponsored by the Canton South Rotary Club and other local businesses
- Event site at Perry Local High School



### **Collaboration with Universities**

- Opportunities for student teaching, field work and internships in the following areas: Occupational Therapy, Physical Therapy, Audiology, Educational Disabilities, and Multiple Disabilities

# Early Childhood / Family-Community Partnerships

## Accreditation and Licensing

- Assistance with National Association for the Education of Young Children (NAEYC)
- Preparation of pre-K classroom environment for licensing, including purchasing supplies and equipment

## Administrative Responsibilities

- Collaboration with districts to maintain state funding for Stark County Integrated Preschool (SCIP) special education classrooms and Early Childhood Educational Classes
- Maintenance of EMIS data for preschoolers with developmental delays and low-income
- Compliance with state licensing and staff evaluation requirements
- Collaboration with districts to write consortium strategic plan and goals (CCIP)
- Maintenance of early childhood consortium's IMPACT document and compliance reports as required by Ohio Department of Education (ODE)
- Monitoring of sites' operating licenses through ODE

## Community Partnerships

- Loss and Trauma Task Force coordinated by the Sisters of Charity and sponsored by the court system to address areas of child development infusing brain development research
- Opportunities for student teaching, field work and internships in early childhood centers
- Collaboration with local colleges and universities to support their students with student teaching placements, field work and internships at Stark County Educational Service Center Early Childhood Sites
- Collaboration with Help Me Grow (HMG) and school districts to maintain timelines regarding transition to preschool programs
- Collaboration with Head Start, Stark County Board of Developmental Disabilities, SST 9 and Help Me Grow to maintain the Transition Agreement as required by ODE

### **Curriculum and Assessment**

- Research-based early childhood curriculum / assessment aligned with Ohio Department of Education Early Learning Content Standards
- Multi-Factored Evaluation (MFE) process for preschool referrals for special education services and transition plans for Kindergarten
- Assistance with preschool and kindergarten screenings
- Collaboration with districts regarding Help Me Grow timelines and compliance requirements for assessments and transition

### **Health / Nutrition / Social Services**

- School nurse for approximately 500 students, completing health screenings and consultation as needed
- Nutritionist for distribution of food products for the Stark County Early Childhood Program, Portage Collaborative Montessori School, and Day Early Childhood Center sites
- Social worker consultation with early childhood staff concerning student emotional and behavior concerns
- Social worker to address family personal crises and to form linkages with appropriate agencies
- Program to assist Stark County paraprofessionals meet the requirements of the No Child Left Behind Legislation

### **Parent Partnerships / Parent Policy Council**

- Facilitate monthly Parent Policy Council meetings of parent representatives

### **Preschool Cooperative Classes**

- Serve children with special needs and / or from low-income families in district classrooms, Head Start, child care and home settings

### **Speech / Language Services**

- Evaluate and treat approximately 300 identified children annually
- Consult with classroom teachers, itinerant teachers, and families to enhance language development of preschool children

### **Stark County ESC Early Childhood Program**

- Serve children with special needs and/or from low-income families in district classrooms, Head Start, child care and home settings

### **SPEAK Program**

- A preschool oral auditory program for hearing impaired children with cochlear implants and hearing aids
- Utilization of state of the art technology to immerse children in an auditory oral approach to learning

### **School Psychologists**

- Participate in monthly staff meetings to discuss caseloads, referrals, identification and assessment best practices
- Attend legal updates regarding federal and state mandates
- Attend professional development workshops and in-services

### **Physical Therapy**

- Provide school based services to students in an educational setting
- Provide services to children with a variety of handicaps, including cerebral palsy, Down Syndrome, spinal bifida, birth defects, head injuries, pervasive developmental disorders, autism and muscular dystrophy
- Provide therapy frame of reference including neuro-development, orthopedic, myofascial release and sensory processing
- Facilitate trainings for regular education teachers

# Information Technology Services

## **Back-Up Contracted Service**

- Off-site back-up services for district servers

## **Connectivity to Statewide Network**

- Electronic connections to Ohio Education Computer Network for transfer of documents, messages, data and other resources as required
- Maintenance of school district staff lists for distribution of materials
- Archival and maintenance of electronic resources

## **Decision Support System Services**

- Data warehouse
- TestingWerks / GiftedWerks
- Value added support

## **Distance Learning / Virtual Courses**

- Virtual schooling delivery of instruction to students
- Voice, video and data transmission in synchronous and asynchronous modes for instructional purposes
- Research on 'best practices' in distance learning
- Digital curriculum repository

## **Electronic Gradebook**

- Support and training in the entry and maintenance of grades and attendance data
- Transfer of data between student administration and gradebook software packages
- Access to student data by parents and students
- Support and training in the tracking of academic content standards mastery by students
- Online assessments

## **EMIS**

- Entry and maintenance of data to meet ODE reporting requirements
- Training in the use of the EMIS software and related reporting requirements
- Contracted EMIS services for school districts
- Processing and transfer of data to ODE and other related entities

### **Enrollment Projections**

- Projection of enrollment data

### **Financial Technical Assistance**

- Staff support for financial duties during times of exigency and extraordinary circumstances

### **Geographical Information System (GIS) Support**

- Bus routing
- School boundary analysis
- Voting analysis

### **Instructional Resource Management**

- Alignment of educational resources to academic content standards
- Lesson plan scheduling and coordination
- Tracking of student mastery of academic content standards

### **Internet Provider**

- Internet access
- Content filtering
- Domain Name Services
- Internet Protocol address space

### **Library Automation**

- Support and training in the entry and maintenance of media center educational resources
- Access to electronic periodicals and ebooks
- Electronic card catalogs

### **Network Support Services**

- School district network management
- Technology planning and coordination
- Hardware and software troubleshooting and repair
- Wireless access point management

### **Professional Development Tracking System**

- My Learning Plan software for tracking teacher professional development
- HR Kiosk software for tracking teacher professional development

### **Research and Analysis for Instructional Strategies**

- Technology integration research, training and support
- Technology integration research review

### **Research and Analysis for Financial Data and Program Policies**

- Financial projections
- Coordination of selected financial transactions with external agencies (i.e. direct deposit, federal and state tax data, etc.)

### **School Accounting**

- Uniform School Accounting System software package
- Training and support for financial accounting software
- Accounts payables and receivables application and support

### **Software Selection**

- Software review and analysis

### **Staff Payroll**

- Uniform Staff Payroll System software package
- Training and support for payroll and personnel software
- Contracted payroll services for school districts

### **Student Administration**

- Software package for the entry and maintenance of student data including grades, attendance, discipline, class scheduling, etc.
- Creation of student progress reports, transcripts, rank listings, etc.
- Archival of data
- Training and support in the use of the software and related procedures

### **Student Testing Services**

- Transfer of data from test scoring sources to student testing database
- Maintenance of student testing data
- Transfer of data to related student data applications
- Training and support for software usage
- Coaching for district personnel in the implementation of electronic resources

### **Student Transportation**

- Training and support for student transportation software usage
- Group purchasing of student transportation software and related materials

### **Technology Training**

- Training in hardware, software, policies and procedures relating to technology

### **VoIP**

- Contracted VoIP telephone service
- System planning, coordination and troubleshooting

### **Wide Area Network Implementation**

- Electronic connectivity within region
- Security for wide area network against hacking, viruses, SPAM, etc.



