LOCAL SERVICE PLAN 2019-20

LAKE COUNTY EDUCATION SERVICE DISTRICT



Proud to Serve Lake County!

357 North L Street Lakeview, OR 97630 541.947.3371 800.997.2361 541.947.3373 (fax)

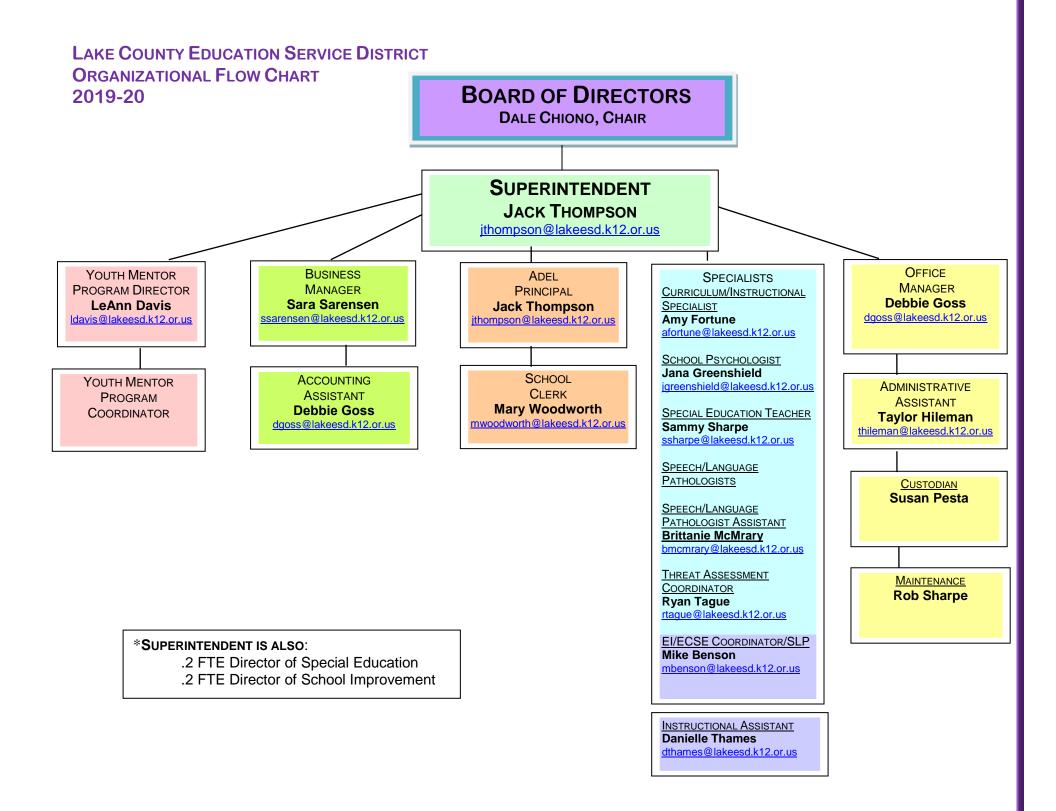
www.lakeesd.k12.or.us



ANNE SPRAGUE CENTER LAKE COUNTY ESD



JACK THOMPSON SUPERINTENDENT (541) 947-3371 JTHOMPSON@LAKEESD.K12.OR.US



LAKE COUNTY ESD BOARD ADMINISTRATION

LAKE COUNTY ESD BOARD OF DIRECTORS

- ZONE 1 JEANETTE GRANT (18 years) Term ends June 2019 jeanette.grant@state.or.us
- ZONE 2 DALE CHIONO (20 years) Term ends June 2021 <u>dchiono@centurytel.net</u>
- ZONE 3 JOHN GRIFFIN (6 years) Term ends June 2021 jgriffin@tnet.biz
- ZONE 4 CLAYTON SHARP (5 years) Term ends June 2019 claytonsharp77@gmail.com
- ZONE 5 JIM HIATT (4 years) Term ends June 2021 jimhiatt_2010@hotmail.com
- AT LARGE VICKY TAYLOR (13 years) Term ends June 2019 vickydtaylor52@yahoo.com
- AT LARGE STEFANI ROSEBERRY (4 years) Term ends June 2021 sroseberry@lakeesd.k12.or.us

2018-19 BUDGET COMMITTEE

LAKE COUNTY SD #7	TERM ENDS
Will Cahill	6/30/2020
Cori Price	6/30/2020
PAISLEY SD #11	
Ross Colahan	6/30/2021
Becky Hatfield-Hyde	6/30/2020
NORTH LAKE SD #14	
David Kerr	6/30/2021
Scott Duffner	6/30/2020
PLUSH SD #18	
Bill Black	6/30/2021
ADEL SD #21	
Stan Jones	6/30/2020

LAKE COUNTY ESD ADMINISTRATION

SUPERINTENDENT Jack Thompson jthompson@lakeesd.k12.or.us

ADMINISTRATIVE ASSISTANT Taylor Hileman thileman@lakeesd.k12.or.us

BUSINESS MANAGER Sara Sarensen ssarensen@lakeesd.k12.or.us

Office Manager Debbie Goss dgoss@lakeesd.k12.or.us

COMPONENT SCHOOL DISTRICT DIRECTORY

ADEL SCHOOL DISTRICT #21

JACK THOMPSON, SUPERINTENDENT / MARY WOODWORTH, SCHOOL CLERK 18286 Twenty Mile Rd., Adel, OR 97620 / Business Office – 357 N L St. Lakeview, OR 97630-1232 (541) 947-5418 (Business Number)

LAKE COUNTY SCHOOL DISTRICT #7

(Lakeview) **WILL CAHILL, SUPERINTENDENT / TANDALIN GUSTAVESON, CONFIDENTIAL SECRETARY** 1341 South 1st Street Lakeview, OR 97630-1632 (541) 947-3347

NORTH LAKE SCHOOL DISTRICT #14

(Christmas Valley, Fort Rock, Silver Lake) **DAVID KERR, SUPERINTENDENT / JANET WALDRON, OFFICE MANAGER** 57566 Fort Rock Road Silver Lake, OR 97638-9629 (541) 576-2121

PAISLEY SCHOOL DISTRICT #11 (PAISLEY PUBLIC CHARTER SCHOOL) PAUL HAUDER, SUPERINTENDENT / BARBARA RICHARDSON, DISTRICT SECRETARY

260 Green Street / P.O. Box 97 Paisley, OR 97636-0097 (541) 943-3111

PLUSH SCHOOL DISTRICT #18

CHANDRA CAHILL, DEPUTY CLERK 18254 Morris Lane Plush, OR 97637-9999 (541) 947-2259 (Business Number)

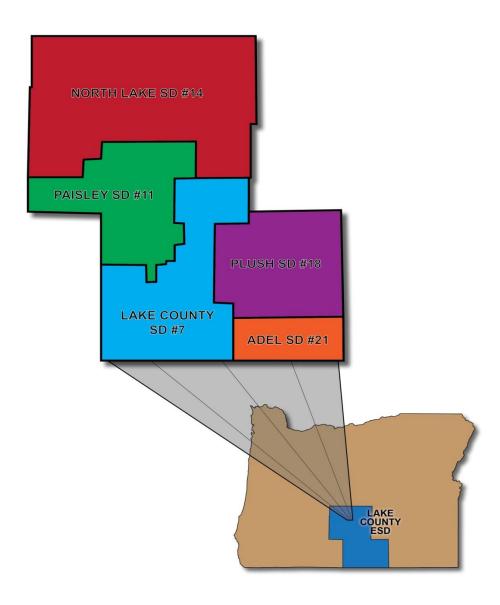


COMPONENT SCHOOL DISTRICT DIRECTORY

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LOCATION OF COMPONENT SCHOOL DISTRICTS

Located in the high desert outback of south-central Oregon, Lake County Education Service District is one of the smallest of the nineteen Oregon ESDs in terms of student population (approximately 1,085), but the fourth largest in terms of square miles (8,359). Lake County consists of five school districts with a total of nine schools. Lake County School District #7, in the town of Lakeview, has three elementary schools, one middle school, and one high school, and serves approximately 700 students. Paisley School District #11 (Paisley Public Charter School) has one K-12 school and serves approximately 75 students and a distance learning program serving approximately 140 students. North Lake School District #14 also has one K-12 school and serves approximately 223 students. Plush School District #18 (grades K-3) and Adel School District #21 (grades 4-8) divide K-8 students between their two schools and serve approximately 14 students. Their high school students attend Lakeview High School or Paisley High School beginning with the 9th grade.



LAKE COUNTY EDUCATION SERVICE DISTRICT

The Lake County Education Service District is committed to the goal of providing the best possible service to the component districts of Lake County. We strive to support all students of Lake County, particularly those with special needs. This Local Service Plan is representative of this goal. The ESD staff is striving to work as efficiently as possible to maximize the use of state funds. Highlights you will see in this plan compared to last year include:

- SRT (School Response Team) consisting of 18 individuals trained to assist schools in the event of a student/staff death or other tragedy.
- Continued mentoring for new staff and support for all in staff development.
- Changes in Speech and Language services to support students. Increase of services to 2.0 FTE SLP, 2.0 FTE SLPA.
- Continued service provided by Threat Assessment Coordinator.
- Addition of administrative assistant and reduction of office manager due to partial retirement and changes in duties.

These services are in response to increases in special education caseloads and the need to provide effective professional development and mentoring to teaching staff throughout the county along with a focus on providing students and staff with a safe learning environment.

The Lake County ESDs four legislatively mandated areas include:

- 1. Support for students with special needs
- 2. Instructional and curriculum support
- 3. Technology support
- 4. Administrative and support services

We continually reevaluate our services, programs and solicit input into how we can better what we do. The staff at Lake County ESD are second to none in dedication, excellence and professionalism. We enjoy what we do and are committed to improvement.

I appreciate the cooperation and support of our component districts, their boards, and staff as we continue to build and adjust a Local Service Plan that most effectively meets their needs.

Jack Thompson, Superintendent Lake County Education Service District

ESD MISSION

To assist local school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. (ORS 334.005)

PURPOSE OF THE LOCAL SERVICE PLAN

As a result of HB 3184 passed by the 2005 Legislature, the annual resolution process has been merged into the creation of a local service plan to be developed jointly by the Education Service District and its component school districts. This process was not new for Lake County ESD. The resolution services provided for its five constituent school districts have always been a direct result of discussion, compromise, and agreement among our five component school districts and their respective staff and boards.

REQUIRED PROGRAM AND SERVICE AREAS

Programs for children with special needs include, but are not limited to:

- Special Education
- At-risk students
- Professional development for employees who provide those services

Instructional and curriculum support for component school districts include, but are not limited to:

- Helping schools meet the requirements of state and federal law
- Providing services designed to allow the ESD to participate in and facilitate a review of state and federal standards related to the provision of a quality education
- Supporting and facilitating continuous improvement planning
- Support for school-wide behavior and climate issues
- Providing professional development for employees who provide these services

<u>Technology service support</u> for component school districts and the individual technology plans of those districts includes, but is not limited to:

- Technology infrastructure services
- Data services
- Instructional technology services
- Distance learning
- Professional development for employees who provide those services

<u>Administrative and support services</u> for component school districts include, but are not limited to:

- Services designed to consolidate component school district business functions
- Liaison services between ODE and component districts
- Registration of children being taught by private teachers, parents or legal guardians pursuant to ORS 330.035

<u>Other Services</u> that ESDs are required to provide by state or federal law, include but are limited to:

Compulsory Attendance as required under ORS 339.005 to 339.090

GOALS OF THE LOCAL SERVICE PLAN CORE SERVICE AREAS

As specified in HB 3184, the goals of the four core service areas are to:

- Assist component school districts in meeting the requirements of state and federal law
- Improve student learning
- Enhance the quality of instruction provided to students
- Provide professional development to component school district employees
- Enable component school districts and the students who attend schools in those districts to have equitable access to resources
- Maximize operational and fiscal efficiencies for component school districts

APPROVAL PROCESS

The criteria to approve the Local Service Plan requires that two-thirds of the component school districts, with at least 50 percent of the student population, must vote in favor of the plan. [ORS 334.175(5) (a)(b)]

The Local Service Plan is presented to the Budget Committee, which is comprised of representatives from the component school districts and the ESD Board of Directors. The committee meets two times throughout the school year. During the fall months and early January, the administrators from the five districts discuss and agree to the proposed resolution services for the following year. This proposal is presented to the Budget Committee in January. Final school district approval is completed in February with the final budget approval at the May meeting. Throughout the year, school districts have the opportunity to discuss the proposed resolution services at their individual board meetings. Administrators may bring back comments to the ESD superintendent at their monthly administrative meetings.

2018-19 PROPOSED LOCAL SERVICE PLAN SCHOOL DISTRICT APPROVAL DATES:

Lake County School District #7 Paisley School District #11 North Lake School District #14 Plush School District #18 Adel School District #21 February 13, 2019 February 11, 2019 February 11, 2019 February 12, 2018 February 14, 2019

AMENDMENT PROCEDURE

All proposed services are contingent to adequate state funding. Inadequate funding may result in an amendment to the Local Service Plan.

The Local Service Plan can be amended by a resolution of constituent districts and approval by the ESD Board using the same criteria to approve the original plan. [ORS 334.175(6)]

ANNUAL PERFORMANCE MEASURE

In keeping with HB 3184 and previous practices at Lake County ESD, the services provided and outlined in the Local Service Plan are measured annually by the component school districts. Lake County ESD conducts an online survey of all services provided under the Local Service Plan to each local district for the purpose of measuring the effectiveness of each program service. A summary of this performance measurement shall be provided to the component school district boards, superintendents and their teaching staff, and to the ESD Board.

ESD FUNDING REQUIREMENTS

ORS 334.177 requires that at least ninety percent (90%) of all ESD revenues from the State School Fund (SSF) and other funds considered local tax revenues to be spent on the provision of approved resolution services. The remaining ten percent (10%) may be spent on administrative costs.

PROVISIONS FOR ADDITIONAL SERVICES

In addition to approved resolution services, an ESD may provide other services to component districts or other public or private entities on a contract (reimbursable) basis, when these services are approved within the Local Service Plan. Expenditures by the education service district for such services provided on a contract (reimbursable) basis are not subject to the 90% expenditure requirement.

SERVICES OVERVIEW AND CALENDAR

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The Lake County Education Service District provides a wide variety of services to our five member school districts. Those services have been organized to fit within the four core service areas as outlined in HB 3184. The Lake County ESD has a positive working relationship with our districts, and together we annually review and revise services to best meet the needs of the students. The 2019-20 Local Service Plan includes all service areas identified in HB 3184 and additional services identified as needed by our local school districts. We have incorporated what was previously known as resolution services into the four core service areas of our Local Service Plan.

A comprehensive list of programs and services provided by Lake County ESD is listed within the core service areas of the 2019-20 Local Service Plan.

CALENDAR OF APPROVAL

2018-19	ESD Superintendent presented ESD goals and updated plans for the 2018-19 school year to the administration and each school district board
November 2018	Discussion/determination of 2019-20 resolution services by component school district superintendents and ESD administration
JANUARY 2019	2019-20 Local Service Plan to district superintendents/Budget Committee for final review
FEBRUARY 2019	Local Service Plan (Resolution Services) submitted to component school district boards for approval
M ARCH 2019	Approval cycle completed
M AY 2019	2019-20 ESD budget approved by Budget Committee
JUNE 2019	2019-20 ESD budget adopted
JUNE 2019	Local Service Plan submitted to ODE

SERVICES OVERVIEW AND CALENDAR

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PROGRAMS FOR CHILDREN WITH SPECIAL NEEDS

SPECIAL EDUCATION ADMINISTRATION

Personnel Data: .41 FTE (.2 FTE Director, .21 Support Staff)

The administration of the Special Education Department includes management of schoolage programs, management of specialists through evaluation and leadership, and oversight of contracts for specialized services. It is the responsibility of this administration to stay current on special education law and report and present updates to staff. The Special Education Department provides administrative support necessary to assist component districts in planning and coordinating their special education services. The staff is also involved in consultation with instructional staff and parents regarding IEP/IFSP development, interpretation of data, appropriate adaptive equipment, and inclusion strategies. Staff monitors and reports progress as indicated on the IEP. Services include:

- Program development
- Staff development
- Private schools
- File review and maintenance
- Regional census/recordkeeping
- Special education software management (TIENet)
- Assistive technology support
- State and federal reporting
- Child Find activities

The Special Education Department at Lake County ESD has five programs that provide special education services to the communities of Lake County. These programs are:

- Itinerant special education teacher on site as needed
- Speech language services
- Psychological assessments
- Early Intervention/Early Childhood Special Education program
- Autism evaluation/consultation

ITINERANT SPECIAL EDUCATION TEACHER

Personnel Data: 2.0 FTE (Adel/Paisley/Plush/Union)(1.0 FTE DMS/LHS Flow Through) The function of the itinerant special education teacher is to use research based instructional methods with children who have various disabilities, providing direct instruction to these students of the three small school districts, and acting as a consultative resource to instruct staff in ways to help implement these methods within the school setting. The goal is to assist students who learn differently to acquire skills which will contribute to their development.

SPEECH / LANGUAGE SERVICES

Personnel Data: 3.8 FTE (1.8 SLP/2.0 SLPA)

The Speech Language Program provides instruction to children who have speech and language disorders and hearing impairments. Services include identification, diagnostic evaluation, and intervention, which are provided through direct instruction and consultation with teachers and parents. The program also provides hearing screenings and services to children with hearing impairments through consultation and direct instruction. The staff in this program serves young children through the EI/ECSE program as well as all students in Lake County.

SCHOOL PSYCHOLOGICAL ASSESSMENT

Personnel Data: .8 FTE

The Psychological Assessment program has one school psychologist that serves all schools in Lake County. The program provides evaluations, risk assessments, mental health assessments, and behavior consultations. The school psychologist is also a member of school teams that make decisions about special education eligibility. These services are provided to children from birth to 21 or graduation from high school.

EARLY INTERVENTION / EARLY CHILDHOOD SPECIAL EDUCATION PROGRAM

Personnel Data: 1.8 FTE (.8 FTE Director/SLP, 1.0 Support Staff) The Early Intervention/Early Childhood Special Education (EI/ECSE) program provides services to children with disabilities, birth to kindergarten entry, and their families. The Douglas ESD, through the Oregon Department of Education, contracts with Lake County ESD to provide these services in Lake County. The EI/ECSE program is very active in Child Find activities. Referrals are taken from members of the community and, with parents' permission, evaluations are conducted to determine eligibility for the EI/ECSE program. Services are provided to children and their families through home visits, ECSE classrooms, consultation to community preschools and Head Start programs, toddler groups, and speech groups. The ESD has an ECSE modular classroom located in Lakeview next to the Head Start building.

AUTISM

Lake County ESD provides autism consulting through a contract with Southern Oregon ESD. This specialist provides both direct service and consultation to teachers, parents, and students so that children will benefit from their educational environment and become as independent as possible in their schools, homes, and community.

CHILD FIND

Personnel Data: .1 FTE

The Early Intervention/Early Childhood Special Education coordinator performs activities that identify and refer children with special needs. These activities include radio, cable TV, and newspaper ads and articles. Posters (Spanish/English) are placed in all communities throughout Lake County and presentations are made to service organizations. All activities are conducted annually county-wide.

INSTRUCTIONAL AND CURRICULUM SUPPORT

INSTRUCTIONAL SUPPORT

Personnel Data: 1.0 FTE

The Instructional Support Department consists of a .2 FTE director and a .8 FTE curriculum/instruction specialist. Services are provided to the five districts in the following areas:

- Curriculum, instruction, and state assessment training and assistance
- Coordination and provision of staff professional development
- Common Core State Standards support
- Continuous Improvement Planning (CIP)/Achievement Compacts
- Support for Educator Effectiveness/Teacher Evaluation
- Teacher Mentoring

FOREIGN LANGUAGE PROGRAM

Personnel Data: 1.0 FTE (.5 FTE North Lake and .5 FTE Paisley)

The Lake County ESD provides funding for online foreign language instructional programs for North Lake and Paisley School Districts. Two .5 FTE educational assistants are supported at these school districts. These assistants monitor students' progress and provide support for online programs. This service is provided to elementary and high school students in these two school districts.

MUSIC INSTRUCTION SUPPORT

Music instruction is an important part of a well-rounded educational experience. Lake County ESD contracts with Ethos music organization and AmeriCorps to support music instruction at North Lake School District. Ethos provides a full time musically talented individual for the district.

SCHOOL COUNSELORS

Personnel Data: 2.2 FTE (1.0 FTE Lake SD #7, 1.0 FTE North Lake, .2 FTE Paisley) Flow through dollars are provided to three K-12 school districts to fund school counselors who provide academic and career counseling, as well as interventions for at-risk (but not deeply troubled) youth. Adel and Plush School Districts, both one room schools, receive counseling services on an as needed basis from a School Psychologist.

LIBRARY SUPPORT

Lake County ESD has contracted with an experienced school library consultant to provide support county school libraries and assist with district compliance with the Division 22 Standards.

ENRICHMENT FUND

The Enrichment Fund allows Lake County students an opportunity to enjoy an array of enrichment programs and activities such as field trips, assemblies, and artists in residence. These activities are intended to enhance the students' basic education. The availability of these dollars is reviewed annually.

PROFESSIONAL DEVELOPMENT FUND

This fund is allocated to the schools based on instructional staff to support districts in their ongoing efforts to keep staff knowledgeable on current practices. Districts can request reimbursement from this fund for various professional development opportunities for their staff

TECHNOLOGY SERVICE SUPPORT

NETWORK SERVICES

Lake County ESD provides internet connectivity and filtering services for the five component school districts through contracts with various providers:

Lake Co. SD #7 / Paisley SD #11 North Lake SD #14 Plush SD #18 Adel SD #21 Hunter Communications LS Networks Century Link Verizon

E-RATE SUPPORT

Personnel Data: .05 FTE

The Business Manager for Lake County ESD provides E-Rate support to component school districts. E-rate is a federal program which provides discounts for telecommunication services, Internet access, and networking equipment. Lake County ESD provides assistance in completing the numerous forms, meeting deadlines, and ensuring compliance with the program's many rules.

WIRELESS HOT SPOT MEMBERSHIP

Kajeet mobile wifi hotspots are provided for the four school districts with wireless access (LCSD#7, Paisley SD#11, North Lake SD#14, and Adel SD#21). This service is provided so that all students have an equal opportunity to have access to on-line learning. Some families do not have internet access. Schools are able to check the Kajeet device out to the student to take home and have internet. The devices can be monitored, tracked, and are filtered for appropriate material.

Note: once Plush SD has wireless capability, a mobile hotspot will be provided for their district.

TECHNOLOGY SERVICES

Personnel Data: .5 FTE (Lake County SD #7)

Lake County ESD provides flow through funding for a portion of Lake County SD #7's technology

service.

ZOOM MEETING SERVICES

Zoom internet meeting availability is provided at the ESD. This allows component district personnel to attend or host meetings remotely.

ADMINISTRATIVE AND SUPPORT SERVICES

SUPERINTENDENT'S OFFICE

Personnel Data: .6 FTE (.3 FTE ESD, .1 FTE School District Support, .2 Support Staff) The superintendent's office includes general functions related to the management of the Lake County ESD including interactions with the public, the Board of Directors, and local school district superintendents. The office also oversees policy development, boundary board issues, preparation and management of the Local Service Plan, and other general duties related to assuring that the Lake County ESD is serving its component school districts, and adhering to state and federal laws and mandates. In addition, the office coordinates board trainings, hosts regional events, and provides other services to component school districts and boards as needed.

THREAT ASSESSMENT COORDINATOR

Personnel Data: .2 FTE

School Safety services include Student Threat Assessment. This service covers the full spectrum of intervention when there is a risk of violence, self-harm, or other self-destructive behaviors that place students at-risk for school and life difficulty. We strive to provide a comprehensive system of identification, assessment, and intervention to assist schools in addressing students who pose a threat to themselves and others.

The following services are available to the five component school districts:

- Consultation to school district staff
- Training of district staff in threat assessment procedures
- On-site threat assessment teams

COUNTY ATTENDANCE OFFICER

This service provides administrative staff to respond to attendance infractions reported by school districts. Services are provided as requested.

SUPPORT OF HOME SCHOOL STUDENTS

Personnel Data: .02 FTE

The Lake County ESD acts as a registrar for home school students in Lake County. The receptionist/clerical assistant maintains student files, coordinates testing at the mandated grade levels, provides notification of enrollment, and DMV documentation as needed. In addition, local component school districts are informed on a monthly basis of the registered home schooled students within their district boundaries.

GRANT WRITING

The superintendent and curriculum & instructional support specialist coordinate grant writing for the ESD and the five constituent school districts upon request.

MANAGEMENT OF SPECIAL REVENUES AND GRANTS

The ESD continues, as before, managing IDEA funds (Paisley, Plush, and Adel SDs) and provides technical assistance and support for annual Maintenance of Effort calculation. In addition, the ESD manages grants awarded for county-wide activities such as the Youth Mentor Program, Response To Intervention (RTI), and Chalkboard grants.

COPY SHOP SERVICES

Personnel Data: .35 FTE

Lake County ESD provides low-cost black and white and color printing, binding, and lamination services to component school districts.

COURIER SERVICES

Lake County ESD provides courier services to all five member school districts.

ADMINISTRATIVE SERVICES

Administrative services are provided to the Adel and Plush School Districts. Services include attendance at the districts' board meetings, assistance with school improvement planning, and providing information regarding pertinent school laws. The ESD's director of special education serves as special education director for the three small school districts (Paisley, Plush, and Adel SDs).

PART-TIME PRINCIPAL AND FISCAL SERVICES FOR ADEL SCHOOL DISTRICT

The Adel School District contracts with Lake County ESD to provide principal and fiscal oversight for their 4th - 8th grade school.

PART-TIME FISCAL SERVICES FOR NORTH LAKE SCHOOL DISTRICT

Beginning January, 2014, North Lake School District contracts with Lake County ESD for fiscal services (payroll, accounts payable/receivable, budget preparation) for their K-12 school.

AUDIT SERVICES

Lake County ESD coordinates the annual audit for the five school districts and ESD. The cost of the audit is paid up front by the ESD to reduce the overall expense. Annually, in late spring, the ESD reviews its 90% direct service expenditures. If funds are available, school districts are not invoiced for their individual shares of the annual audit cost.

SRT (STUDENT RESPONSE TEAM) TEAM

Individuals from across the county have been trained to provide support to schools in the event of a student/staff death or other tragedy Individuals including school counselors, retired and current teachers, mental health therapists, laws enforcement, clergy, juvenile probation, educational assistant, school psychologist, Lake Health District, have all been trained to assist.

GRANT PROGRAMS

(NON-RESOLUTION SERVICE)

LAKE COUNTY YOUTH MENTOR PROGRAM

Personnel Data: 1.5 FTE

The Lake County Youth Mentor Program (LCYMP) was established to develop and implement a youth mentor program for youth grades K-12 throughout Lake County to enhance academic and personal achievement.

To accomplish these goals, adults are recruited to mentor youths one-on-one, in small groups, and/or working in partnership with another adult. The LCYMP recruits volunteers, performs background checks, and provides training to all volunteer mentors. Ongoing support and training is also provided to the volunteers to ensure successful mentoring relationships. Additionally, program staff work to provide inexpensive activities for the mentors and mentees to participate in through support from the local business communities.

The LCYMP works directly with the schools, ministerial associations, and local youth groups to recruit youth who would benefit from a mentoring relationship. Outreach activities are also performed to inform parents of the benefits of enrolling their children in the program.

Total Program Budget for the Youth Mentor Program is estimated at: **\$129,569** (2018-19)

DOUGLAS-LAKE EARLY LEARNING HUB GRANTS

The Lake County ESD participates with Douglas, Klamath, and Lake Counties in the South Central Early Learning Hub. The Hub provides funding through the Oregon Early Learning Division for a number of early learning programs including school readiness, kindergarten engagement, and home visiting. Funding comes from a variety of state grants including:

- Family Support
- School Readiness

Total 2018-19 budget: \$46,415

