

## MINNESOTA RIVER VALLEY EDUCATION DISTRICT (MRVED) SERVICES

SERVICE	DEFINITION	PARTICIPANTS	PARTNERS	EXPENSES	Notes
<b>CURRICULUM REVIEW &amp; DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>➤ Assist districts with curriculum review cycle</li> <li>➤ Facilitate curriculum meetings</li> <li>➤ Assist districts with curriculum development</li> <li>➤ Research content areas</li> <li>➤ Assist districts with selection of appropriate curriculum materials</li> <li>➤ Assist districts with appropriate staff development</li> <li>➤ Assist districts with curriculum implementation – e.g. alignment, pacing, &amp; assessment</li> <li>➤ Assist administration with curriculum issues</li> </ul>	MRVED districts	MRVED MRVED districts	Staff development Materials Meeting expenses	
<b>STAFF DEVELOPMENT</b>	<ul style="list-style-type: none"> <li>➤ Research current thinking and effectiveness of staff development</li> <li>➤ Assist districts with their staff development planning</li> <li>➤ Assist districts with their staff development training</li> <li>➤ Assist districts with staff development follow-up</li> <li>➤ Plan and offer staff development to MRVED Schools – e.g. lesson study, data analysis, technology integration</li> <li>➤ Collect data on the effectiveness of staff development</li> <li>➤ Plan, organize and hold, three common in-services (MELT and others)</li> <li>➤ Plan, organize and hold Para Conference</li> <li>➤ Provide bi-weekly information to schools</li> <li>➤ Conduct Instructional Coaching</li> <li>➤ Offer PLC leader training</li> </ul>	MRVED districts	MRVED MRVED districts	Trainers Materials Meeting expenses	
<b>ADVISORY COMMITTEES</b>	<ul style="list-style-type: none"> <li>➤ Facilitate meetings of Teacher and Principal Advisory Committees, Superintendents' Council, and Board of Directors.</li> <li>➤ Staff development</li> <li>➤ Research school improvement</li> <li>➤ Professional contact</li> </ul>	MRVED districts	MRVED districts	Meeting expenses	
<b>GRANT WRITING &amp; PROJECT MANAGEMENT</b>	<ul style="list-style-type: none"> <li>➤ Research current trends in education</li> <li>➤ “Test the waters” of the MRVED</li> <li>➤ Research and write grants for the MRVED</li> <li>➤ Assist districts with their grant writing needs</li> <li>➤ Train district staff in grant writing</li> <li>➤ Manage grants (write, deliver, budget, and reports)</li> </ul>	MRVED districts	MRVED MRVED districts	Supplies	

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<b>E-RATE &amp; TELECOM</b>	<ul style="list-style-type: none"> <li>➤ File all applications</li> <li>➤ Complete all forms</li> <li>➤ Manage funding</li> <li>➤ Provide advice and support regarding rules and regulations pertaining to E-rate and Telecom.</li> </ul>	MRVED Benson Dawson-Boyd Lakeview Lac qui Parle Valley Montevideo Ortonville RCW Yellow Medicine East	MRVED districts Federal Government State Government	Mailing	
<b>TITLE III</b>	<ul style="list-style-type: none"> <li>➤ Write and submit grant for MRVED Consortium</li> <li>➤ Coordinate and provide training for teachers and paras</li> <li>➤ Plan activities and ensure implementation of the grant</li> <li>➤ Complete reports</li> <li>➤ Manage the budget</li> </ul>	MRVED districts BOLD BLHS	MRVED districts BOLD BLHS	Meetings Time Materials	
<b>COMMUNITY EDUCATION</b>	<ul style="list-style-type: none"> <li>➤ Assist community education directors with grant writing, planning, and implementation</li> <li>➤ Assist in coordinating cross-district efforts</li> <li>➤ Supervise MRVED Region ABE Coordinator</li> </ul>	MRVED districts	MRVED districts SW ABE Consortium	Meetings Travel Materials	
<b>ITV/Online Learning</b>	<ul style="list-style-type: none"> <li>➤ Coordinate with LCTN ITV instruction</li> <li>➤ Ensure maintenance of the ITV system through LCTN</li> <li>➤ Work with LCTN to plan ITV offerings</li> <li>➤ Manage Moodle</li> <li>➤ Organize and offer Online Learning courses as a certified provider of Online Learning</li> <li>➤ Provide training for online learning teachers</li> </ul>	MRVED districts	MRVED districts Little Crow Telemedia Network (LCTN)	LCTN service contract Partial fiber lease cost Teachers Supplies	
<b>SCHOOL IMPROVEMENT EFFORTS</b>	<ul style="list-style-type: none"> <li>➤ Conduct strategic planning, goal setting, and continuous improvement implementation for member districts</li> <li>➤ Research school improvement</li> <li>➤ Advise schools on innovations</li> <li>➤ Provide evaluation services, including assistance with principal stakeholder surveys, focus groups, etc.</li> </ul>	MRVED districts as interested	MRVED districts	Meeting expenses Travel	

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<b>TECHNOLOGY</b>	<ul style="list-style-type: none"> <li>➤ Negotiate fiber lease</li> <li>➤ Negotiate Internet access</li> <li>➤ Maintain Wide Area Network</li> <li>➤ Research technology advances</li> <li>➤ Advise districts on technology implementation</li> <li>➤ Provide training on integration of technology into curriculum</li> </ul>	MRVED districts	MRVED districts LCTN	LCTN contract Equipment Contracts	
<b>DATA ANALYSIS</b>	<ul style="list-style-type: none"> <li>➤ Assist Districts with Data Analysis.</li> <li>➤ Provide Education to District Administration and Educators regarding Data Collection, Interpretation and Use of Data to Make Decisions.</li> </ul>	MRVED districts	MRVED districts	Meeting expenses Travel Teacher time (subs or stipends)	
<b>AREA LEARNING CENTER</b>	<ul style="list-style-type: none"> <li>➤ Offer alternative programming to students</li> <li>➤ Develop and maintain budget</li> <li>➤ Maintain adequate staffing levels</li> <li>➤ Operate ALC                             <ul style="list-style-type: none"> <li>Seat based (7-12)</li> <li>Independent Study – Montevideo &amp; Granite Falls (7-12)</li> <li>Summer school (7-12)</li> <li>Targeted services (K-8)</li> </ul> </li> <li>➤ Operation of the Black Oak facility</li> </ul>	Dawson-Boyd Lac qui Parle Valley Montevideo Yellow Medicine East  Targeted Services: +Lakeview +Minneota +Ortonville +RCW	Dawson-Boyd Lac qui Parle Valley Montevideo Yellow Medicine East  Targeted Services: +Lakeview +Minneota +Ortonville +RCW	Directors Teachers Secretary Building Materials, etc.	
<b>SPECIAL EDUCATION</b>	<ul style="list-style-type: none"> <li>➤ Contracts with MVCC for SpEd Director Services</li> <li>➤ Manages Special Education grant funds for participating districts.</li> </ul>	Dawson-Boyd Lakeview LQPV	MVCC MRVED Dawson-Boyd Lakeview LQPV	Director related expenses	

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<b>ADMINISTRATION</b>	<ul style="list-style-type: none"> <li>➤ Develops the MRVED budget</li> <li>➤ Manages the adopted budget</li> <li>➤ Completes financial reports</li> <li>➤ Completes all required school reports</li> <li>➤ Oversees MRVED and MVALC finances, including revenue and expenditures</li> <li>➤ Works with Auditors to complete the Audit</li> <li>➤ Conducts board meetings</li> <li>➤ Management of personnel</li> </ul>	MRVED districts	MRVED districts	Meetings	
<b>COMMITTEE/MDE WORK</b>	<ul style="list-style-type: none"> <li>➤ Serves on SW MN Youth Council/PIC</li> <li>➤ Member of MASA and serves on committees</li> <li>➤ Member of MREA Board of Directors</li> </ul>	MRVED	MDE MREA	Travel	
<b>ACHIEVEMENT AND INTEGRATION</b>	<ul style="list-style-type: none"> <li>➤ Assist in facilitating the collaboration partners</li> <li>➤ Provide guidance and support to the districts</li> </ul>	RCW YME Minneota Lakeview Dawson-Boyd Ivanhoe Canby	MDE	Travel	
<b>CONVENING</b>	<ul style="list-style-type: none"> <li>➤ Convene groups such as ECFE coordinators, Title I teachers, District Assessment Coordinators, Technology Coordinators, etc.</li> </ul>	MRVED Districts	MRVED Districts	Meetings	