

Administration Reports

March 2014

Focus for March – Family and Community Involvement

AC Houghton Elementary

Below is a list of all the activities/events ACH uses to involve and communicate with its parents and community.

- Chamber luncheon- monthly reports of school activities/events are presented.
- City Council reports – 2-3 times a year or when needed, a school report is given to the city council.
- ACH Web Site – Updated monthly, in conjunction with school calendar of events. Teachers are responsible for their page, if they choose to do one.
- Student of the Month assemblies – parents are invited to see their child receive special recognition in front of the student body.
- Classroom project presentations – parents are invited to student presentation of concepts being covered in classroom.
- Parent Conferences – these are held twice a year to ensure student’s progress is reported to parents.
- Parent Involvement Policy - this policy states the parents’ rights to be involved with their child’s educational activities at A.C. Houghton.
- School-to-Home Compact – this has been developed and parents have been included in its review and modification.
- Family Reading Nights – parents and students receive literacy support and reading materials. This is held once a month between October – March.
- Family Movie Nights – parents, students and community members come together and watch a movie at no charge. This is held once a month between October –March, excluding December.
- Open House- parents are given a curriculum overview for the year and they are able to meet staff members and their families.
- School Carnival – students, staff, parents, and community enjoy a night fun-filled with games, food, and auction.
- Common Core/Smarter Balance information center that will be available during spring conferences.

Heppner Elementary & Heppner High School

Greetings MCSD Board Members,

I can’t believe that March has arrived, however the last couple of clear and sunny days are a good indicator that winter is coming to an end. Our enrollment in Heppner is currently 173 students at HES and 167 students at HHS. Attendance percentage for the current school year at HES is 96.2%, while HHS is 93.1%. Our first round of OAKS testing is just wrapping up, and preliminary results indicate another strong showing by Heppner Students after the first round of testing.

The Heppner Staff and I work hard to communicate both MCSD and Heppner School related information, events, and happenings. In this month’s report I will focus on:

Board Goal 4: Develop and foster strong communication practices that support the district’s mission and goals with all stakeholder populations as determined by annual survey. MCSD will build trust and improve partnerships with communities, including parents, business, civic and cultural groups through the use of social media. MCSD will look to develop a transparent and consistent communication system that keeps stakeholders informed and connected to important news and events in our school district.

The information provided below is the 2013-2014 action plan that HES/HHS developed with cooperation and input from HES-PTC (Parent Teacher Club), HHS Booster Club, HES and HHS Site Councils, HES and HHS Safety Committees, and The HES-PFP (Parents for Parents) Committee during the past couple of years. It is aligned with current best practices that relate to Epstein’s 6 Types of Links with School, Family, and Community Partnerships - (Ideas about which practices of engagement/involvement partnerships will help reach the desired results for each goal). It is much the same as

Heppner Schools - 2013-2014 Community Engagement, Communication & Family Involvement Action Plan

Revised: 10/1/13

Heppner Schools Mission Statement:

“Heppner schools, in partnership with families and their community, provide each student the opportunity to develop values, knowledge, skills, and self-confidence to become life-long learners and responsible citizens.”

Goal – Climate of Partnership: To help strengthen the six types of family and community involvement, improve communication and encourage partnerships with students, parents, community stakeholders and families.

Desired outcome for this goal: For Heppner Schools to become more community based for the benefit of all students including home school students, staff, parents and other community members/stakeholders.

How will we track and/or measure the result(s): Tracking of attendance for the different target audiences/groups at planned activities and student/parent/stakeholder surveys.

Organization and scheduling of family and community involvement activities to support this goal:

<u>Examples of Activities:</u>	<u>Type (1-6):</u>	<u>Date:</u>	<u>Grade(s) targeted:</u>
Open House at HES/HHS	1, 2, 3 & 6	Fall-2013	Kg-12 th
HES School Carnival	2, 3 & 6	Fall-2013	Kg-6 th
Family Reading/Game Night	1, 2 & 3	Winter-2014	Kg-6 th
Title One & ELL Family Night	1, 2, 5, & 6	January-2014	Kg-8 th
Parenting with Dignity Classes*	1 & 4	Spring-2014	Kg-12 th
Mac Bledsoe Visit*	1, 2, 4, & 6	Spring-2014	Kg-12 th
Monthly Site Council Meetings	5 & 6	Monthly	Kg-12 th
Monthly PTC/Booster Meetings	5 & 6	Monthly	Kg-12 th

6 Types (Epstein's) - Links with School, Family, and Community Partnerships: (Ideas about which practices of engagement/involvement partnerships will help reach the desired results for this goal?)

Type 1 – Parenting: Family activity nights, parenting classes, Use surveys to assess areas of need for families and hold end of the year celebration with food, recognition, and culminating thoughts to recap the year. Consideration was given to the idea of possibly a community barbecue/picnic prior to the end of school year.

Type 2 – Communicating: Communicate family activity nights, Conduct Health Fair (to include agency/business/community partnerships such as dental, mental health, health department, etc.), Breakfast with the principal, reader board, newsletters, Monday Folders at HES, etc.

Type 3 – Volunteering: Classroom support, Book Fair support, School Carnival, ASB fundraising support, Certified Appreciation/Classified Appreciation support. Also could possibly include a volunteer recognition event to be tied into the end of the year barbecue/picnic celebration.

Type 4 – Learning at Home: Child Development informational fliers, “Parenting with Dignity” Classes/ DVD’s, Parenting tips and advice via newsletters, web site and Monday Folders (at HES), Academic Support via newsletters, web site and Monday Folders.

Type 5 – Decision Making: Monthly Site Council & PTC meetings, Breakfast with the principal, Staff input from staff/committee meetings, Parent surveys regarding school communication effectiveness.

Type 6 – Collaborating With the Community: Health Fair, School Carnival, Local Child Care Providers, School/Family Nights, Informational Nights/Open House.

Evaluation: Why Evaluate? – To help with future planning and assessing the quality of efforts, teamwork, program and practice. It is also an opportunity to reflect and evaluate the quality of partnership practices and efforts. Types of sample guiding questions for the evaluation/measurement tool:

1. What was successful? How do you measure the success?
2. What were the challenges?
3. What would you change to make this event better if we do it again next year?

Currently in Heppner, we are effectively utilizing the COLT Express Monthly Newsletter, HES/HHS Websites with “R-School” Calendar of events link, The Heppner Gazette Times, Daily announcements, and School Messenger to communicate both MCSD and Heppner School related information, events, and happenings. We continually seek opportunities to increase communication and partnerships with all stakeholders for continued success in Heppner Schools and to provide the necessary communication opportunities to help facilitate this district/school goal.

I would like to end this report by again thanking each of you for your support of Heppner Schools, and your commitment to all students of the Morrow County School District.

Irrigon Elementary School

Communication

As a school we have made it one of our highest priorities to provide frequent communication and meaningful involvement opportunities to our families and community members.

Throughout the year we use our Monday Folders as our school-to-home communication system. Each student is given a folder in which the office and teachers fill with any communication, such as fliers, newsletters, and progress reports on a weekly basis. These folders are taken home and it is the requirement of the student and parent to read the materials and have the parent sign the back of the folder. All of our communications are published in English and Spanish. Communications are also maintained on our school website, where you will also find our quarterly newsletters are posted. The Irrigon Elementary website can be found at <http://ies.morrow.k12.or.us>

Involvement

We are constantly inviting parents and community members to visit our school and participate in our program and activities. All of our public meetings are posted on the website and invitations are sent home monthly, as well. We have four parent volunteers who take turns running our student store that serves as a reward system for our students, as well as a fundraiser for our Student Body account.

Throughout the year we host Open House, Parent Teacher conferences, Monthly and End of Year Awards Assemblies as well as couple of academic events; Family Reading Day and Family Math Night.

Family Reading Day: This event is intended to model for our students that language arts, particularly reading, is important in all aspects of life. Activities are centered on language arts and parents are welcome to attend school with their child that day (or just stop in for a moment). Students get to hear first-hand from guest speakers who share how reading made a difference in their lives and get the opportunity to share their favorite read aloud. Guest speakers include community all-stars that are familiar faces to our students. A special lunch is served where all are invited to attend.

Family Math Night: This event is like a carnival in that students participate in math activities that are sponsored by our local businesses and charities. Once they complete all activities they earn a chance to win a prize at the end of the evening. Dinner is available and served by IES staff. Teachers also support the event by sponsoring their own grade level activity. We pull many guests and volunteers for the night that help make it a family event where all ages can participate and engage in math from around our community, school and homes.

This year, Family Math Night will be held on Thursday, March 13th from 5:00–7:00 p.m. I encourage you all to attend this fun event...you won't be disappointed!!!

Irrigon High School

We are always on the lookout for ways to improve our communication to parents and the community. Daily announcements are posted to our webpage in addition to being displayed on several television monitors throughout the school. Our counselor also regularly posts scholarship and college information to our web page in addition to sending out regular e-mails to students and their parents. We are also planning on hosting a parent night for parents telling them about all of the opportunities we have available for their student in terms of college credits available. Our monthly Booster club meetings, site council, and chamber of commerce luncheons are also used to help disseminate school information.

School Messenger continues to be a great asset for us and is used as our primary means to notify parents of student absences. We have also relied on the automated system to notify parents of our 5th Avenue program, parent-teacher conferences, open house, school closures, etc. We have been and are continuing our efforts to utilize e-mail and text messaging to send home notifications of different school events and our athletic director sends out a weekly events calendar regularly as well via e-mail.

Parents are invited to several GEAR-UP events we host annually throughout the school year including 7th and 9th grade transition camps in August and our 'My Story' project for 8th graders in May. During the course of the fall and winter month, parents are invited to attend our college visitations, college fairs, and scholarship nights. The community is also invited to our annual Veteran's Day assembly. At the end

of the year, we also host our Knight of Excellence banquet where we invite parents to come hear about the wonderful things their student has done.

Riverside High School

Community engagement and communication has been a focus at Riverside this year. To this end we have increased efforts to communicate regularly with parents through school messenger, postcards, quarterly newsletters, Facebook, conferences, news articles, and our school website. We have a lot of great things going on at RHS and we want to access every avenue we can to highlight our accomplishments.

At our most recent parent teacher conference we had 45% overall attendance with some teachers having 80% or more of their parents meet with them. During each conference we have representatives for Eastern Promise available to provide parents information and answer any questions they may have. Parents are also updated on their student's progress towards OAKS testing and meeting other graduation requirements. Earlier in the year we also provided informational sessions on FASFA, applying for college, and preventing bullying.

We have also re-organized our Site council this year and now have a parent representative actively involved in the process of updating our school improvement plan. The PAC group is in the process of re-organizing and establishing their focus as well.

The administration has also made it a priority to be more visible at community events and with community organizations. Mr. Hammond is currently serving on the Chamber board and we attend monthly Chamber luncheons and are able to report out on activities at Riverside.

Sam Boardman Elementary School

Resources we provide to families

- SBE's web site containing the Student/Parent Handbook and monthly calendar
- The Buccaneer, a monthly newsletter containing articles for parents, events, and news from the school.
- Annual Open House and Kindergarten Meet the Teacher Night
- Monthly Student Body Assembles to recognize students for their school accomplishments.
- Two scheduled Parent-Teacher Conference opportunities where the progress of the child will be discussed as well as the expectations for the grade level, school curriculum, test information and any other concerns that the teacher or parent may have. We provide conference opportunities in morning, afternoon, and evening in order to accommodate the needs of families.
- Monday folders with continuous communication via flyers and monthly calendars to provide regular opportunities to see student class work, school event notices, invitation for involvement, and newsletters.
- Communications sent in a format and language that is easily understandable and available in Spanish and English.
- A school-parent compact designed by parents and school staff that outlines how parents, school staff and students share the responsibility for improving learning.
- A parent student handbook which provides information about the school and district policy including Sam Boardman Elementary School's Student Code of Conduct.

- Surveys of all parents to collect opinions about current program and curriculum for use in planning for continuous school improvement and topics for meetings that meet the needs of parents and families.
- SchoolMessenger Telephone message program sends reminders and notifications to keep parents in the know.

Events where families can participate

Every Month

- Student of the Month assembly
- PTO
- Site Council
- School Board

Special Monthly Events

- September - Open House, Picture Day
- October - Family Reading Night, Parent Information Night, Book Fair, and Harvest Classroom Parties
- November - AR Party, Parent-Teacher Conferences, Veterans Day Assembly, , Community Holiday Feast, Title Math Night
- December - Winter Concert and Christmas Classroom Parties
- January - Family Reading Night, Family Movie Night
- February - Valentine Classroom Parties, Family Movie Night
- March - AR Party, 100 Day Celebration, Family Reading Night
- April - Parent-Teacher Conferences
- May - Carnival, Preschool Visits, Kindergarten Round-Up, AR Party
- June - AR Skate Trip, Field Day, Safety Rodeo, Community BBQ, Year-End-Assembly

Special Guests and Events this year

- Veteran's Day Assembly
 - Our Veteran's Day assembly gave our students and our community a way to honor the dedication and sacrifice of our local military veterans. We had an amazing turnout that
- Buck and Elizabeth
 - They helped our students write creatively and produce a CD of songs they wrote and sang, and they put on an evening concert for students and their families.
- Trudy Ludwig
 - A nationally-acclaimed author who came to speak to our students, staff, and parents about bullying and how strategies that we can all use to prevent it.
- READY! for Kindergarten
 - A research-based, practical program that shares information with parents preparing their child for the first day of kindergarten. READY! provides tools and training to parents with a focus on basic reading, math and social emotional readiness skills. Each 90 minute class offers powerful ways to talk, read, sing and play with young children.

Parent volunteers are recruited to help in the classroom and on field trips. Parent volunteers also help with AR Parties, Family Reading Night, pop popcorn, shelving books in the library and copying publications for Monday Folders.

Windy River Elementary

We communicate with parents, and patrons in many ways. We want parent involvement in every way we can. Here are some things we are doing at Windy River Elementary School:

- 1. Monday Folders:** Every Monday we send parents our school communications and the classroom communications to parents. Things may be sent in both languages. This helps the school office and the classroom teacher keep parents in the loop of what is going on with their child at school.
- 2. Monthly School/ Parent Newsletters:** every month I send to parents the events of the month at Windy River. I also send my concerns and information required by the district or by other school programs. Parents can communicate with the school if they have questions. This keeps parents informed and kept in the loop. The newsletters are in both Spanish and English.
- 3. Parent Volunteers:** parents are needed as volunteers in many forms. They help in chaperoning field trips; they help kids in classroom occasionally. Sometimes they help in fund raising events and getting things out to students and the public. All volunteers must fill out a district volunteer form.
- 4. Front Counter and Front Office Flyers:** in the front office we have myriads of copies of flyers for sports, family help, public announcements, school required documents for parents and patrons. It is here in the front *you can get flyers with information on our school report card, registration, and compliance papers* for the public.
- 5. Parent Surveys:** twice a year we distribute parent surveys to parents to get their specific thoughts on several areas of school building management, instruction, food service, school climate, and parent involvement. Site council takes this survey results and tells parents how they felt in the School/Parent newsletter. This give us good information on how parents feel about Windy River Elementary School.
- 6. School Front Sign:** Windy River weekly communicates to the public the newest event happening at Windy River. We also communicate to parent the week's Positive Action word of the week. The front sign is changed on a weekly basis.
- 7. School Messenger Phone Service:** In events such as school closures, delayed starts, After School Programs, Friday School programs, and any other events to get parents to come like conferences. We use the School Messenger phone service to call parents to inform them of the school's events. These phone calls go out in both English and Spanish. I believe our conference attendance has increased due to these phone calls home.
- 8. Parent Magazine and Reading Connections:** because we are the business of children and their academic success, we believe it is important to help parents at home too. We give to parents a monthly newspaper called Parenting by the Eastern Oregon. We also give parents a monthly edition of the Reading Connection to help parents encourage their kids to read. The more information parents have, the better our students will be prepared to do good at school too.
- 9. Evening Parent Education at Windy River:** on at least three nights a week our school is on teaching parents. With the Migrant funds we have housed our building to have U.S. Citizenship classes, a beginning English class and an intermediate English class for parents. There is also child care provided for the parents. In conjunction with Blue Mountain Community College, we have a Zumba class at Windy River twice a week. Parents are learning, moving and becoming more involved here at Windy River.

10. Evening Community Sports Activities: we want the parents and the public to use their building, our building. We have the Colombia Basket Ball use our gym after the junior high uses our gym right after school. We also have the in-door youth soccer club use our building gym in the evening after all the basketball is done for the evening. Other one-time events are sponsored at Windy River gym. We are a school that serves the public.

11. Other School Events: throughout the year we do events in school such as: Math Night, Reading Night, The WRE Extravaganza Open House, and Student of the Month Assemblies, the Thanks Giving Feast, and the end of the year School Barbeque. Windy River wants parents to feel comfortable and welcome in our school.

Management's Discussion and Analysis

Financial Highlights

There have been no significant changes or highlights to the district financials. There will be a new calculation for poverty in the ADM formula; however, the district is not expecting to see any significant changes to the overall funding. The initial estimates have been sent by the State of Oregon and the district is looking to receive approximately \$370,000 over what was budgeted in 2013-14. The increase is nearly completely attributed to the 49/51 payment system of the state (2013-14 we receive 49% and 2014-15 we receive 51% of the budget).

Future Financial Planning

We will be starting the preliminary budget process over the next few months to help in the actual budget that will be started in March. The emphasis over the next few months will be on staffing and maintenance related items.

Financial Issues and Concerns

No issues to report on at this time.

Other

E-Rate continues the legislative process within the walls of Washington DC and Dirk Dirksen has continued the discussion with Senator Merkley, during his recent trip to Eastern Oregon. Currently, there is no estimated time of resolution.

The cell tower project near Irrigon High is still moving forward and the lawyers are discussing the finer points of the contract. Currently, there is no estimated time of resolution.

Maintenance

The district has been working with the town of Lexington to develop a plan for taking down the old school building. The first step will be abatement and then trying to identify anyone or company that might be interested in purchasing.

The district just extended the agreement with IMAC (old high school in Irrigon) through 2020 – neither party made changes to the existing agreement.

The district received a check from Energy Trust of Oregon in the amount of \$12,113 that covered nearly all of the expense (we spent \$13,148) of completing the retro-commissioning project at Windy River and Irrigon Elementary School.

The district has also purchased a new preventative maintenance and work-order system thru the Intermountain ESD. The first year costs will be reimbursed to the school by the ESD. The district will also be contracting with a vendor to complete a full inventory of the school's mechanical systems and build our preventative maintenance schedules.

The district has continued to work with Energy Trust of Oregon to look for ways the schools can be more energy efficient. The next big steps will be to complete an analysis of our HVAC controls and look/evaluate options for our aging ventilators and boilers.

Injury Reports

Continue to work with a few employees with ongoing claims.

IHS - none

ACH - none

IES - none

RHS - none

SBE – employee injured finger – needed stitches (no lost work)

WRE – none

HHS - none

HES - none