

# **Administration Reports**

**April 2016**

## **Sam Boardman Elementary**

### **March was a great month at Sam Boardman Elementary**

2<sup>nd</sup> Grade has been working all year on researching, writing, and illustrating non-fiction books to publish. Each child had their own topic they researched. Then they wrote a page of the book and illustrated their page as well. Teachers worked with them to make sure these were well-edited. Finally, they submitted each class book to a publisher. Students all received their copy of the book in time for conferences to show their families. They were very proud of their efforts, and we will place a copy of each of the books in the library for check out.

Parent Teacher Conferences were held the last week of March. This was a wonderful time to reconnect with families and show how much progress students have made. Families came to the conferences, chatted about their student's report card and progress, and got to see a variety of examples of their student's work. As they were leaving, families were encouraged to speak with the principal, eat a bag of popcorn or a Popsicle, and fill out a survey about how the school is doing. It was a special time to connect with families and hear how proud they are of their student's progress.

The administrators in Boardman and Officer Shimer have been working this year on creating and implementing a reunification plan if any of our schools were to ever have to evacuate or experience a traumatic event. On Friday, April 1<sup>st</sup>, staff from SBE, WRE, and RJSHS met together and learned about their different roles in reunification. These ranged from scribe to greeters to checkers to runners. After talking through the scenarios, staff practiced on a small scale using the administrators as guinea pigs. There is still more practice to do as well as communication to be had with the community, but this was a good start in preparation for reunification. A huge thanks to Officer Shimer for his dedication and work on this important process.

## **Windy River Elementary**

Windy River Elementary has welcomed the opportunity to have Officer Shimer in our district. He has been a tremendous source as we move forward in regards to our school safety plan. Recently, we held a "reunification" training at RJSHS. This training consisted of Boardman school employees, mainly classified staff. Our instruction focused on how to reunify our students with their guardians. It was a tremendous success and enjoyed by all. Along with reunification training Officer Shimer has helped our staff to fully utilize our drills each month. We are currently working on creating a more consistent gathering location as we evacuate our building for fire and other circumstances.

In addition to a safety focus our site council has been working all year in the development of our school improvement plan. Through staff and parent survey's we are finalizing a plan to present with our staff. This plan will be ongoing, that will grow and change with each year. As the plan is accepted I will share the details with you.

## **Riverside Jr/Sr High School**

Spring is in full gear at RJSHS. We are busy with spring sports and preparations for our spring production of Twelve Angry men. We are now in full swing with Smarter Balance testing starting with junior high math.

This month we have 8 students attending a Tech Expo hosted by the ESD that will include hands-on activities with software, apps, coding, hardware, troubleshooting, and operating systems. We also have several more fieldtrips coming up this spring that will give students the opportunity to put to use things learned in their classrooms.

On April 1<sup>st</sup> the Boardman schools did their first training with classified staff on possible reunification scenarios. The training was led by Officer Shimer and gave staff the opportunity to role play through different roles in the reunification process, ask questions, and give feedback. We will be continuing with parent and community awareness and additional staff training in the fall.

### **AC Houghton Elementary**

Spring is in the air at ACH. Our students are working on Smarter Balanced testing and we just finished up parent teacher conferences. Our annual school carnival is April 7<sup>th</sup>. This is a major fund raiser for AC Houghton. AC Houghton is excited to have OMSI coming the 18<sup>th</sup> and 19<sup>th</sup> for two days and a night event full of science! We have taken some time to review all of our safety procedures and make sure everyone is on the same page when an emergency happens. As always at ACH we are always striving towards our three A's "Academics, Attendance, and Attitude!"

### **Irrigon Elementary**

On March 10, 2016 IES hosted their 6<sup>th</sup> annual Math Night. About 240 people come to the event. 108 of those were IES students, 34 were ACH students, totaling 142 students. Students went around the gym and cafeteria and did math at different stations. The event included community sponsors that came to facilitate booths. The Sage Center, OSU Nutrition Services, The Bank of Eastern Oregon, Morrow County Health, IHS Key Club, IHS Football and IHS FFA all came to the event ready to help students learn math. Throughout the night the IHS Key Club helped students complete math questions that were corrected by staff. The questions that were correctly answered were put into a drawing. At the end of the evening one 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade student, as well as an ACH student were drawn for an opportunity to put a pie in the face of an IES Staff member. Below is a picture of Mrs. Cole getting a pie in the face from her own son Samuel. Students also won gift cards and TV's for attending the event. A HUGE Thank-you to our sponsors: Heller & Sons Distributing, Columbia Basin Farming, Columbia River Machinery, Morrow County Health, Bank of Eastern Oregon, The Sage Center, Irrigon FFA, Fred Carlson Electric, IHS Key Club, IHS Football, and IES Staff.



### **Irrigon Jr/Sr High School**

As we enter April, we have just completed our Spring Parent/Teacher conferences. We had approximately 320 parent-teacher contacts during conferences. We also invited Kris Mulvihill from the Intermountain ESD to set up a booth at conferences to talk to students about Eastern Promise/Dual Credit options and post-secondary career pathways. She reported to me that she had some great conversations with parents and students about planning for the future and earning college credit while enrolled here at Irrigon Jr/Sr High.

We have also begun our Smarter Balanced Testing at the Junior High Level and will begin some of our high school students at the end of the month. Next week Mr. Royer will be taking 11<sup>th</sup> and 12<sup>th</sup> graders to Linn-Benton CC, OSU, WOU, and Linfield. At OSU they will get the opportunity to meet up with former Irrigon graduates to discuss college life at OSU at the Cesar Chavez cultural center on campus. Mr. Johnson will be taking our Success 101 students to the career fair in Hermiston on April 20<sup>th</sup>. At the career fair, students will learn about the job opportunities in the region as well as the post-secondary school requirements for those positions.

Prom is being held this year at the Port of Morrow Conference Center on April 9<sup>th</sup> with the theme being "A Touch of Class" which is a 1920's New York theme.

Our Key club recently went to a convention and here was the report from our Key Club advisor Mr. Johnson:

#### DECON at Seattle State Convention Center

Two thousand plus screaming kids chanting for their key clubs and a chance at having the Northwest District Spirit Stick in their trophy case for the next year. Students came from Alaska, Hawaii, Washington, Oregon, California, Idaho and British Columbia in Canada to attend the Northwest District Convention of Key Club International. Irrigon Key Club had a chance to be part of this year's convention by having 5 of its members go and take part in the festivities. Not only were there fun events and pep rally type spirit events they also got to hear from speakers that talked about teen suicide support groups and how they could help raise funds for these organizations, international relief organizations that help raise money for vaccinations and medical care for children abroad. There were times to learn how better to serve as a Key Club officer in their local clubs. The most amazing part was the majority of these offerings and preparations were handled by students and lead by students. I might add that we also have an outgoing Lieutenant Governor and also the incoming Lieutenant Governor for District 80. Those two would be Bruno Salas and Isaac Estrada respectively, as well as Marlina Avila, Kenny Blurton and Oscar Armenta were in attendance from Irrigon.

#### Heppner Elementary

One of the more fun annual events at HES took place in March, the family dance. Many students and their families came to the gymnasium to enjoy a night of dancing. The parent teacher club sponsors this event and volunteers decorated in an "Under the Sea" theme. Desert Sounds returned as the DJ. Some classes practiced dances ahead of time which they performed and even Mr. Waite was seen shaking a leg on the dance floor.

The 5<sup>th</sup> and 6<sup>th</sup> grade wrapped up their annual magazine sales and we held an assembly recognizing the top sales "associates". We had a successful year and appreciate all of the parent volunteers that make this possible each year. Speaking of wrapping things up, the 3<sup>rd</sup> quarter ended prior to Spring Break.

HES is happy to report that 54 students earned Honor Cards, 48 are going to be recognized this week for perfect attendance during the 3<sup>rd</sup> quarter and 14 students have perfect attendance through the 3<sup>rd</sup> quarter. In conjunction with the quarter ending we recently held parent teacher conferences at HES. While not a school related function many of our students were seen enjoying the St. Patrick's Day celebrations and participating in the parades and other festivities held in Heppner.

#### Heppner Jr/Sr High School

It is time again to report the recent happenings of Heppner High School. April has arrived and our current enrollment at HJSHS is 162 with an overall attendance percentage of 93.6%. As usual, we continue to promote the importance of regular attendance to the students and parents of HJSHS.

March was full of many exciting events which took place at HJSHS and we look forward to several April events which include:

- Tuesday April 5<sup>th</sup> - National Guard Physical Health Assessment Training Course @ HJSHS.
- Tuesday April 5<sup>th</sup> & Wednesday April 6<sup>th</sup> - Senior Interviews for Senior Transitions Class.
- Thursday April 7<sup>th</sup> to Saturday April 9<sup>th</sup> - State FBLA Competition in Portland.
- Thursday April 14<sup>th</sup> - District Math Contest for 3<sup>rd</sup> through 8<sup>th</sup> grades being held at HES.
- Wednesday April 20<sup>th</sup> - HJSHS Booster Club Meeting.

- Thursday April 21<sup>st</sup> - TSA @ Oregon TSA Competition.
- Monday April 25<sup>th</sup> to Thursday April 28<sup>th</sup> - Tupper Outdoor School with a few HHS students helping as camp counselors.

## **Management's Discussion and Analysis**

### **Maintenance & Facilities Update for April 2016**

McKinstry related updates:

- 1) Signed off on boiler tune up- w/leftover money in our phase I project.
- 2) Signed off on TEA/PDP (Technical Energy Audit-Professional Development Plan).
- 3) Signed off on our Preventative Maintenance HVAC Contract.

### **Miscellaneous:**

- An additional 5 district vehicles will soon be advertised as Surplus Vehicles.
- Dirk and Jan attended a meeting in Boardman regarding an opportunity for leasing property as additional parking across from SBE/WRE. We are currently in the process of collecting excavating quotes.
- Matt and Jan met with each Administrator and Head Custodian to go over maintenance and facilities related budget needs for next school year. Matt and Jan will be reviewing with Beth and Erika to prioritize projects list for 2016-2017 budgeting cycle.
- Matt and Jan will also be working with Kim Putman to go over kitchen needs throughout the district. There are several dishwashers/proofer that are outdated in the district and Kim is working on grants to help offset the cost to replace them. We will also be budgeting these items and projects through Food Service and Maintenance funds for 2016-17.

### **Additional follow-up from last report:**

- Heppner bus yard gravel overlay will begin soon to fill potholes, etc.
- Lexington property to close soon.

### **Financial Report Talking Points:**

- 1) BSSF Estimated came out on April 1st and our estimate did not change from the December 2<sup>nd</sup> estimate.
- 2) Building spending was higher in March due to our April 1<sup>st</sup> cutoff on large expenditures. All buildings look to be right on budget.
- 3) We will be ordering Grant money in April to cover Grant expenditures.
- 4) Cash flow projections are on track.

Budgeting process is just getting under way, with the Budget Committee meeting scheduled for May 10<sup>th</sup>.

### **Work Related Injuries**

- Employee fell out of chair/hurt back
- Employee tripped on curb/hurt left side of body
- Employee tripped over student/hurt left hand
- Employee slipped on a rock/hurt right knee and ankle