

# Administration Reports

## March 2015

**Focus: Community engagement, communication and family involvement action plan.**

### AC Houghton Elementary

#### Heppner Elementary & Heppner High School

Our current enrollment in Heppner is 178 students at HES and 161 students at HHS. Attendance percentage for the current school year at HES is 95.2%, while HHS is 92.2%.

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 2014-2015 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).

#### Heppner Schools - 2014-2015 Community Engagement, Communication & Family Involvement Action Plan - (Revised: 10/1/14).

##### **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:**

<b><u>Examples of Activities:</u></b>	<b><u>Type (1-6):</u></b>	<b><u>Date:</u></b>	<b><u>Grade(s) targeted:</u></b>
Open House at HES/HHS	1, 2, 3 & 6	Fall-2014	Kg-12 <sup>th</sup>
HES School Carnival	2, 3 & 6	Fall-2014	Kg-6 <sup>th</sup>
Family Reading/Game Night	1, 2 & 3	Winter-2014	Kg-6 <sup>th</sup>
ELL Family Night	1, 2, 5, & 6	March-2015	Kg-8 <sup>th</sup>
Parenting with Dignity Classes*	1 & 4	Spring-2015	Kg-12 <sup>th</sup>
Monthly Site Council Meetings	5 & 6	Monthly	Kg-12 <sup>th</sup>
Monthly PTC/Booster Meetings	5 & 6	Monthly	Kg-12 <sup>th</sup>

**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/HJSHS 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.

## **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.

**Monday Folders:** 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.

**School Website:** Communications are also maintained on our school website. The school secretary regularly updates the site with upcoming events and student accomplishments and celebrations. The Irrigon Elementary website can be found at <http://ies.morrow.k12.or.us>

**Phone Calling System:** Our phone calling system is another method in which we communicate. We use this to notify parents of upcoming events, school closures and also when their student's lunch account is in need of money.

**One-way Texting:** Several of the teachers at IES have been using the one way texting to parents to communicate upcoming due dates, events and even group positive communication when a class has met a class-wide goal. This allows for teachers to quickly and effectively communicate to parents in a safe manner. Using this feature, parents (and students) aren't able to text the teacher back and there is no need for the families to have a staff member's cell phone number. We're finding this communication method to be highly effective.

### **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 12<sup>th</sup> from 5:30–7:30 p.m.  
I encourage you all to attend this fun event...you won't be disappointed!!!***

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

We are always looking for ways to improve our communication to parents. The IJSHS web page continues to be one of means for disseminating information to parents where we display our daily announcements and upcoming events. 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.

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 5<sup>th</sup> Avenue program, parent-teacher conferences, open house, school closures, etc. Last month, we began to utilize this program to notify parents of students who are failing classes. 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.

We also continue to find ways to increase community involvement with events. During the fall and winter months, parents are invited to attend college fairs, scholarship and FAFSA workshops. The community is also invited to our annual Veteran's Day assembly. We host several student recognition events throughout the year, such as Knight of Excellence, end of season sports events, and FFA banquet.

One final note, on April 16<sup>th</sup> through April 19<sup>th</sup>, we will be hosting the Power Team. This nationally acclaimed group speaks to schools all over the United States on a myriad of topics including academic excellence, drug and alcohol abuse, suicide, and health and nutrition. We have partnered with Columbia View Community Church and the Bank of Eastern Oregon to bring this group to Irrigon. In addition to an assembly for our students, we will also be hosting four separate events for the all of the local communities and are expecting a huge turnout.

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

Riverside continues to look for ways to improve our communication and relationships with the families of our students and the community.

#### **Community Outreach:**

This year we have worked to implement recommendations from our Site Council. The RJSHS webpage has gone through an overhaul it is now more organized and offers more picture opportunities of our students.

We are continuing to reach community members through our Facebook page and have found that this is a great way to advertise the little successes that happen in our building each week. We also send out a quarterly newsletter to all families and leave extras in several businesses in Boardman. Our newsletter focuses on highlights or changes in the building as well as recognition of our students/staff of the quarter. Each time we include information around Eastern Promise, GEAR UP and a calendar of upcoming events.

#### **Family Involvement:**

We continue to hold quarterly parent teacher conferences. This year the junior high has introduced student lead conferences through advisory with great success. Junior high turnout has improved and teachers report that more meaningful and productive conversations are occurring. Our hope is to continue expanding this up through at least our 9th grade classes next year.

We continue to use School Messenger to alert parents to events at the school and their student's progress. This year we were able to implement the text message feature and are currently working on weekly alerts that let parents know when their student is failing a class. Our hope is the quick and early contact on grade concerns will allow parents to be more proactive in supporting student success.

GEAR UP is also continuing to provide opportunities for parent involvement through monthly parent trainings on college and financial aid preparation.

Our Site Council has also been focused on finding ways for teachers to be more efficient and timely in communicating with parents. The current focus is on programs similar to Remind which would allow for batch and individual messages being sent out quickly without the teacher having to navigate through School Master each time they need a parent contact.

### **Sam Boardman Elementary School**

At Sam Boardman, we have become a more connected entity in our community as we expand our offerings to families and work collaboratively with local business, agency, and educational partners. We've offered more parent classes, community development events, and resources than ever before and we are continuing to find ways to help our families and patrons so their children can be as successful as possible in 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 Assemblies 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 the 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.
- School Messenger telephone message program sends reminders and notifications to keep parents in the know.
- Connecting families in need to the CARE team and assisting with coordination of resources for families.

### **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, Carnival
- March - AR Party, 100 Day Celebration, Family Reading Night
- April - Parent-Teacher Conferences
- May - 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.
- 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.
- Learning Picnics
  - An informal set of learning experiences parents can practice and then bring home to help their young children develop socially and academically.
- 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 School**

Family Involvement is always going on at Windy River Elementary School. Here are some ways we have been involving parents in our school:

1. We have a Parent Involvement Plan made available to parents in the front office where parents can see the different things parents can be involved with at the school. We discuss parent involvement at Site Council. We have three parents this year who participate in Site Council.
2. We also encourage parents to be involved on field trips and overnight field trips. Parents have to fill out a volunteer form and take the school safety videos to be eligible to go on field trips. Parents also help on days that we have school sponsored celebrations for Halloween, Christmas, and Valentine's Day. Parents bring things for students to eat and help serve with the teacher.

3. Parents are invited and come to the Student of the Month Assemblies. Parents are notified if their child is receiving an award at the school wide assembly. It makes parents proud to see their children get recognized. They can take lots of pictures of their child being specially recognized.
4. Parents are also involved with the monthly communications of school events with: monthly newsletters, fund raiser events, conferences four times a year, and parent involvement with parent education classes provide by the district and other educational agencies.
5. Parent Classes at WRE: This year we have parents come for Cooking Matters classes sponsored by Oregon State Extension; English Second Language classes sponsored by Blue Mountain Community College, and Financial Literacy classes for parents sponsored by Head Start. All these evening classes are held at Windy River Elementary school for our parents. We also provide child care, and this brings parents and our children back to school several nights a week. We are involved with families.

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

#### **Finance**

The District received the first 2015-2016 Basic School Support estimate from ODE. MCSD's estimate totals \$14,263,721 (compared to \$13,557,019 for 2014-2015). The 2015-2016 estimate is based on the following:

- \$7.235 Billion from the State legislature
- ADMr of 2,150r – Includes 78 additional weights to cover ½ Kindergartners.
- ESL weights increased by 8
- SPED weights increased by 8
- Poverty count jumped by 60 children and gives the District 17 more weights

#### **Maintenance**

The planning process for 2015-16 has started and trips have been made to every school. The projects and equipment needs will be budgeted for 2015-16 with the following purchases made in the current year:

1. Tractor for Irrigon
2. A scissor lift for the district
3. Various equipment for schools: vacuums, scrubbers, compressors, hand tools, etc.
4. Miscellaneous parts: sinks, toilets, building material, etc.

All items above were budgeted for the current year.

The DLR Group will be holding the district community meetings starting March 9<sup>th</sup> and this process will be completed prior to the end of school with all communities being visited.

McKinistry is currently working in the district to evaluate our classroom heating and cooling needs at Sam Boardman and HVAC controls for the district. We are expecting to be moving forward with both projects and hopefully both projects will be fully implemented prior to next heating season.

The Lexington District office building has been listed with Sykes realty and the asking price is \$125,000. The plan will be to discuss all serious offers with both the school board and city officials. We plan to keep the building on the market for the 6 months and then start looking into other options.

### Work Related Injuries

- IJSH - Cut finger with scissors, no missed time
- IJSH - Fell down a few stairs resulting in swollen/bruised foot/ankle, no missed time
- RHS - Slammed hand in door resulting in bruised hand, **2 hours missed**
- RHS - Left arm strain, no missed time