

# Administration Reports

December 2018

## **Sam Boardman Elementary**

Morrow County School District set the communication standard within strategic goal 2. This objective focuses on developing and fostering “strong communication and safety practices that support the district’s mission and goals with all stakeholder populations. MCSD will strive to build trust and improve partnerships with communities, parents...”.

Sam Boardman has developed several options to assist in meeting the districts goals. First, we have established a monthly parent meeting titled, “All Hands on Deck”. This meeting is held on the last Tuesday of each month and varies in time from 9am to 6pm, which allows work schedules to be met for a wider parent population.

The school has also continued to support families through a “Family Involvement Team”. This committee meets on a monthly basis to develop various activities that will encourage families to different events. Thus far, the school has held our annual “Veteran’s Assembly”, Boardman Extravaganza and Thanksgiving Feast. All of these events have allowed more community and family members to be a part of our school happenings. On December 11<sup>th</sup> we will be holding a family craft night before the winter break.

Finally, the most critical policy is through a consistent “open door” approach, which I have instilled since the beginning of my tenor as an administrator. This has been a tremendous support as we work to foster greater community and family support. I have seen parents soften from a frustration to a feeling of understanding as they see the efforts to meet their individual needs.

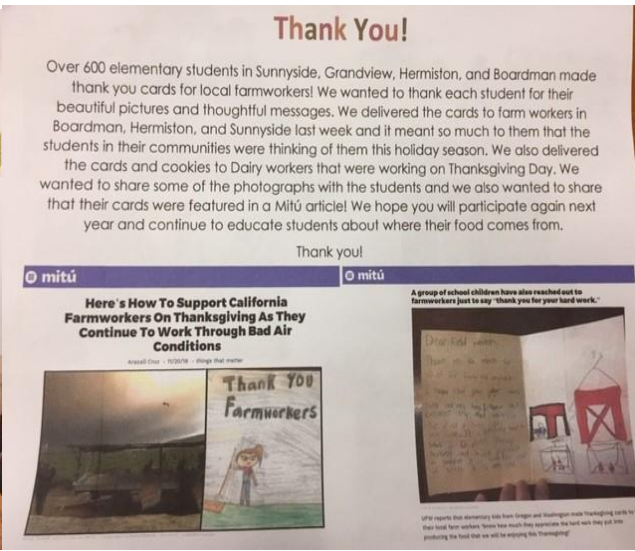
## **Windy River Elementary**

Windy River Elementary School strives to develop and maintain collaborative partnerships and communication practices with all stakeholders. We hope that through this effort we can keep stakeholders informed and connected to the events happening at the school. We also hope that through this effort we will be able to strengthen our relationship with community partners and parents.

This year we have partnered with the Sage Center. The Sage Center has donated family passes to recognize students on their birthday. The goal is to recognize students and strengthen the relationship with their families. We want to help families be able to participate in educational settings outside of the school environment. We have also proposed this idea to the Boardman Pool and Recreational Center. We are waiting for their response.

This year we have participated with the United Farm Workers in recognizing farm laborers and their efforts. Our students have written thank you cards to them on Thanksgiving. I have attached these to this report.

We have also continued to use our website, reader board, and school messenger (which includes email and phone) to communicate with parents and our community. We hope to expand this effort. Our goal is to regularly submit monthly events and happenings to the IMESD and the district. We have continued to hold monthly Pack Meetings (parent meetings) and site council meetings.



**Riverside Jr/Sr High School**

Strategic Goal 2 is to develop and foster strong communication and safety practices that support the district’s mission and goals with all stakeholder populations. MCSD will strive to build trust and improve partnerships with communities, parents. Communicating clearly with stakeholders is always our goal, and we implemented a new parent meeting to share information last month. We had our first “Parent Coffee Time at RHS” meeting on November 27<sup>th</sup>. In order to reach more families we held a meeting at 8am as well as 5pm. During this meeting, we shared relevant data, such as our school report card. Many of the parents expressed that they were grateful for the opportunity to hear about how our school is performing.

We also provided an opportunity for parents to ask questions or share concerns about the school. The main questions parents asked were surrounding school safety. They were asking how prepared we were as a school to keep their children safe. We shared with them that we continue to do a fire drill as well as another safety drill each month so our staff and students continue to practice our procedures. I also shared that in April we will be conducting another emergency protocol at the schools.

This parent meeting allowed us to build more relationships with our parents. Many of them shared that they will bring a friend to the next one, as they felt it was beneficial information for them. Our goal is to continue hosting these meetings to continue building relationships with the families in our school.

On December 7<sup>th</sup> for in-service we will also be focusing some time on building positive relationships with students and parents. Our staff will be writing postcards to students and their family, each student will receive one postcard over the holiday break. These postcards will be positive notes from a staff member about what that student has been doing in school so far this year. We want parents and students to know that they are valued and we see the positives in each of our 434 kiddos.

### **A.C. Houghton Elementary**

In reflection on board goal 2: developing stronger communication that supports the districts mission and goals with all stakeholders, build trust and improve partnerships in the community, and develop transparent and consistent communication systems that keep stakeholders informed and connected to important news and events in our school district there are many things we have put into place and continue to improve upon.

So far this year we have had our first parent teacher conferences with an average attendance rate of 96%. We also have a site council team that meets monthly with 7 members plus myself. We work on building goals and guidelines set forth as a TITLE 1 school. Safety meetings are a monthly occurrence at ACH as well. We have a team of 5 staff members that meet to discuss fire drills, injuries, safety concerns, any other emergency drills we need to do such as lock down, lock out, hold in place, reunification, and earthquake drills. We use this time to go over feedback of the drill and how or what we need to improve on and share with staff.

Part of our community partnerships are with Morrow County sheriff's office and CARE team. Myself and the school counselor meet monthly with the CARE team member assigned to our building along with the SRO when available. I work continually with Deputy Siex, SRO for safety concerns in the building and/or community. With CARE, we work as a team to support our families in need with many different types of needs from glasses, OHP applications, transportation, counseling services, housing, and many more issues.

During the year, we do 2 concerts for students and parents to attend. We also do a carnival night, reading night, and monthly assemblies. ACH has a Facebook page where these events can be advertised for all parent's/community members to access. This has been a new experience keeping up with the page and making sure things are posted at least once a month. At ACH we have a PTC that assists in events at the school. For the second year now, we are running Friday school to think out of the box for students to receive more S.T.E.A.M activities. We have had great success our last session we had over 80 students signed up. We are looking forward to starting the second session in January.

As you can see we have a lot of different things in place to support the board goal. However, we are always looking at ways to improve communication, school safety, events for students and families, and community partnerships to enhance our student's learning every day.

### **Irrigon Elementary School**

Irrigon Elementary School has been a busy place the past month and will continue to be busy throughout the month of December. We had our first session of conferences, school celebration assembly and reading day. We will wrap up the calendar year with our Annual Winter Music Concert.

Conferences were a great success with the offering of two night sessions and a day session this helped to meet the needs of our working parents. The hallways were full of parents that were welcomed into the school with open hands and the willingness to collaborate. During the conference times our teachers had a chance to visit with parents about the academic successes and struggles their child may have.

We also had our first school celebration assembly that aligns with our Conscious Discipline mindset. The assembly was different and exciting. Each staff member presented a colleague and/or a student with a “shout out” on something they noticed that was helpful and over the top. The gym was rocking with music and positive vibes. Such a great time for all.

On November 20<sup>th</sup> we had our annual reading day. Each of the classes rotated through 9 different classrooms. During the rotations the students participated in reading games, art, reading activities and listened to a guest reader. We had several community members volunteer their time to read to our students. We had Kathy Street/Oregon Trail Library, Deputy Siex, Mr. Richard Cole, Mr. Ryan Keefauver, Nikki Phillips, Jayson Derowitsch, Peggy Doherty and Jocelyn Jones. The students look forward to this day and what it has in store. In addition to all of the above activities we have been working with CARE on student/family needs. Peggy and I meet on a weekly basis to go over all of the active and new CARE referrals. She does a great job with reaching out to our families and providing the support they need. Deputy Siex has become a huge asset to our school with student situations, school safety, and making positive connections with our students. Audri Garcilazo is our go to for families that need counseling support but cannot make it happen, unless on campus. She has been flexible with the intake appointments and makes the families feel comfortable and welcome. We appreciate all of our community partnerships that we have within our school doors.

Last but not least.... Our Winter music and band concert will be December 12, 2018, at 6:30. You are all welcome to attend the concert and listen to some amazing musicians. We wish you all a Happy Holiday Season with the ones you love.

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

November has really flown by and winter break is only a few weeks ahead, luckily we have not had any snow in our area just yet. At this time of year, I wanted to highlight what Irrigon Jr/Sr High School has been doing in our community or plan to do during this holiday season. I would like to start with ASB students. Our ASB students put on an Activity night for our 7<sup>th</sup> and 8<sup>th</sup> grade students during November. The student planned and supervised activities which included, basketball, volleyball, dancing, carnival games, board games, and video games. Over 50 junior high students attended the Activity night and the feedback from both the ASB students and the junior high students was very positive. Our ASB students are already looking to plan another activity night for the junior high students in the spring. Our band and choir performed at the at the Irrigon Tree Lighting event on December 2nd, where members from both the junior high and high school performed holiday music. The band and choir will also be holding its annual winter concert on Dec. 10<sup>th</sup> at Irrigon Jr/Sr High School. Our school, along with Riverside High School support the Coats for Kids effort put on by our CARE team coordinator. The Irrigon FFA chapter continued an initiative titled: Growing & Supporting Our Own. In support of this, the Irrigon FFA Chapter donated 10 holiday meals to families of Irrigon Jr/Sr High School students. The chapter purchased 10-\$26 holiday meals from Fiesta Foods. Families were presented a certificate that they could present at Fiesta Foods to pick up their meal. Irrigon FFA also helped with flags during Veterans Day at the cemetery in Irrigon. This was a great opportunity for kids to help in the community and give back to those that support and help them.

As you can see, the students at Irrigon Jr/Sr High are proud of the community that they live in and are continuing to find ways to contribute and give back to their community in a variety of different ways. We are very proud of the work and effort our students and staff have put forth in support of all these great endeavors.

### **Heppner Elementary**

HES has a current enrollment of 176 students after the first three months. We continue to foster strong communication with all of our stakeholders. Two recent activities at HES have included parent involvement. Our Parent Teacher Club (PTC) has sponsored the annual book fair providing the opportunity for students and teachers to purchase books that are current and interesting. This was run in conjunction with our other parent activity of Fall Conferences. HES is happy to report that 91.5% of HES students' parents attended conferences in spite of busy fall schedules.

Two things that are very quickly approaching, one will be complete before this reaches the board meeting, are our winter concert to be held for HJHSH and HES music students and the Santa Shop sponsored by the PTC. Both will be held at HES. The concert is on the 5<sup>th</sup> at 6:00 p.m. in the gym. Santa Shop will be in the former computer lab for students to visit, at designated times, from Monday the 10<sup>th</sup> through Thursday the 13<sup>th</sup>. Many students enjoy this opportunity to purchase, at cost, small inexpensive gifts for family members and friends.

We continue to have regular contact with families through 'Monday Folders'. Many of our classes also use student clipboards that have a daily schedule on them to communicate on a daily basis with families. In Monday folders, we share a monthly calendar and any weekly activities that are class specific such as field trips. When signed permission is required, this is another method for reaching parents.

The weekly bulletin and a monthly newsletter that we use to communicate with families and within the building are on our website for any interested party. We also maintain a facebook page where announcements can be found.

Some weekly and monthly meetings that Mr. Waite hosts or attends are staff meetings, safety meetings, CARE meetings and MDT with the DA's office which also involves DHS. Just recently, in response to a town hall meeting held earlier this fall, Mr. Waite attended a community meeting. Discussed at this meeting were criminal or unsafe issues involving our students away from school, specifically an uptick in unlawful behavior by youth in the community.

This was moderated by Commissioner Melissa Lindsay and involved concerned citizens that signed up for the committee, the Sheriff's office and the school district. Some items discussed were how volunteers can help at HES and the process for becoming a volunteer. The need for consistent mentors that would show up was also discussed, as well as, the SPURS program that is already in place through CCS where high school students pair up with needy HES students for mentoring.

We continue to share several modes of communication with HJHSH, one of these is the reader board. Folks at Columbia Basin Electric have been instrumental in placing that and providing that platform. School Messenger, which is district wide, is another shared platform used to communicate school closures or delays for inclement weather. Frequently Mr. Waite or Mrs. Robinson uses the student information system (Tyler) to send emails to all families.

Mr. Waite attends as many of the Heppner Chamber meetings as he can. While there, he makes a report on the happenings at HES and learns of community activities available to and affecting the students at HES. We also use the Heppner Gazette times as a resource for brief articles regarding the goings on at HES.

**Heppner Jr/Sr High School**

For this month’s report I will be highlighting events at HJSHS that relate to *MCSD Goal #2: Develop and foster strong communication practices that support the district’s mission and goals with all stakeholder populations. MCSD will strive to build trust and improve partnerships with communities, including parents, business, civic and cultural groups. MCSD will look to develop transparent and consistent communication systems that keep stakeholders informed and connected to important news and events in our school district.*

We have held several events at HJSHS this semester that have been advertised and announced on our HJSHS website, via the Heppner Gazette, on the HJSHS R-School activities calendar, on our reader board located in front of Columbia Basin Electric Co-op and through a variety of school messenger notifications. Back to School Night, Homecoming, athletic/extracurricular activities, Booster Club Auction and parent-student-teacher conferences are a just a few examples of the types of activities we have communicated to our stakeholders to this point in the school year. Many thanks to our local community and stakeholders for their continued support and involvement with our schools. I also want to extend a “BIG THANKS” to our Booster Club, Local Business Community, and Site Council for all that they do!

Our upcoming Winter Concert will be held on Wednesday, December 5<sup>th</sup> at the HES gymnasium at 6pm. Winter Break begins Wednesday, December 19<sup>th</sup>. Happy Holidays

**Management’s Discussion and Analysis**

**MCSD – Maintenance & Facilities Update – December 2018**

With winter weather upon us, our Custodial Staff is working hard to keep our schools warm each day. We have experienced a few issues with our HVAC systems, but most have been minor and quickly addressed by either McKinstry technicians and/or our maintenance Staff.

Sykes Reality is completing the paperwork for the purchase of the lot near Irrigon Junior-Senior High School with a closing date set for December 7, 2018.

Blue Mountain Plumbing and Wildcat Electric recently installed a new hot water heater at Windy River Elementary.

Our maintenance staff and Les Schwab Tire Center has installed snow tires on our District Vehicles in preparation for inclement weather.

**Staff Incident/Accidents Report:**

| <b>Date</b> | <b>School</b> | <b>Incident</b>   |
|-------------|---------------|---|
| 10/24/2018  | WRE           | Employee slipped in gym, fell on knee and hip. No medical attention needed. |
| 11/08/2018  | SBE           | Employee burned arm on pan. No medical attention needed.                    |

**Financial Report Talking Points:**

- 2017-18 Audit will be finalized in December.
- We collected \$7,245,306 in current year property taxes in the Month of November.
- From October SSF estimate, our SSF payment went up by \$5116 a month, however, this is still below where we budgeted the year.