

Administration Reports

May 2018

Sam Boardman Elementary

Sam Boardman has made excellent progress this year towards MCSD Board 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.**

Our first and biggest focus this year in relation to this goal has been through communication, creating a warm and welcoming atmosphere and inviting regular collaboration and participation with all stakeholders.

- **Communication:** at SBE we communicate in a variety of ways in order to reach out to as many people as possible. We have an active Facebook page that is updated by the secretary and members of PTO on a monthly and sometimes weekly basis. We send out monthly newsletters highlighting good things happening in the school along with upcoming events and important safety information. Additionally, this year all teachers have been attempting to make at least one positive contact with all of their families through a variety of means including phone conversations, emails, and class apps that allow for private and safe messaging. They record these contacts in a communication log which they turn in at the end of each quarter. In order to inform families and the community about events, we send home flyers, post notices on our website and Facebook page, and send out school messenger calls. We have tried several times to make personal phone calls to each family as well inviting them to events. This worked a couple of times, but was a challenge to maintain and needs some structure around it in order to be reasonable for staff. While we continue to work to improve our communication, we feel very good about the progress we have made this year. Many of our families have commented that they appreciate the frequent communication and feel much more informed by the school and their child's teacher. Also, teachers have stated that while they didn't like having to turn the communication log in, they have definitely put more focus on positive communication as a result of the requirement.
- **Relationships:** In any business, relationships are important but in education, they are vital. At SBE we have prioritized relationships with all families through our growing parent teacher organization which has grown from 0 families three years ago to 15 regularly involved families and many more who contribute at various times. It is very special to see our Spanish speaking moms feel empowered in the school process, and teaming with teachers to make decisions that affect our students every day.

Also, we have revolutionized our front office to make it more inviting and welcoming for everyone coming in. We put a welcome sign on the wall along with a kid-created mural. Our front office staff have created a script that they automatically use to ensure that needs are met and all are welcomed. They are in the process of training other staff who cover the office from time to time in the use of this script. We have also provided comfy furniture as well as a coffee bar to offer to parents as they sit and wait for students or appointments.

Finally, we are working hard to get more and more community participation through our quarterly Boardman community meetings held at Sam Boardman. We have seen this group come together and have really positive conversations about school attendance and what we can do as a community to

improve attendance as well as community perception of the schools. This group has varied from 15 members to 30 members from parents to the city planner to the police chief.

- **Safety:** This year with the help of Officer Shimer, we have communicated safety procedures through flyers, newsletters, posters, meetings, and one-on-one conversations. Staff and students have a very clear understanding of safety procedures and why we use them. Additionally, staff participated in the district-wide drill. Our conversations during and after were invaluable as we considered both positives and areas for improvement. Next steps for safety procedures will be continuing communication with the parents and community in order for everyone to fully understand our processes and their importance.

We are so proud of the work we have done around board goal #2 this year. We are certainly not perfect, but have improved greatly through concerted effort. We look forward to continued improvement and positive connections and relationships next year.

Windy River Elementary

Morrow County School District strategic goal #2 focuses on fostering and developing “strong communication and safety practices that support the district’s mission and goals with all stakeholder populations”. Windy River has made a concentrated effort to meet these expectations.

As a school, we have developed a strong communication presence on the internet. This is seen through our Facebook page, school website and Teacher webpages. We continue to communicate frequently through school messenger, as well as announcements through flyers. I have felt that the more communication opportunities the better the opportunity for full clarity.

Along with the traditional communication tools, we have implemented a monthly meeting called “Parent Pack Meetings”. These meetings are held the last Tuesday of each month. This is an opportunity for me to share the happenings of the school, as well as promote upcoming events or ideas. Our focus this year has been to increase the attendees to this meeting, which has been successful. We have also benefited greatly through our school site council. This is a great opportunity to have parents and staff meet and discuss how to better our school.

Student safety continues to be the utmost importance at Windy River. Each month our safety team meets to discuss safety procedures and ways to ensure our students are cared for throughout the day. Members of our committee gather information throughout the month and bring insights, thoughts and concerns. The utilization of these meetings will continue to grow and develop over time, to adjust with an increasing student population.

Effective communication is the key to an effective school. As the principal of Windy River, I have strived to keep open communication with all our stakeholders. I also believe that timely communication is essential. When concerns or issues arise, I have put these matters at the top of my list and made the necessary communication. Through this process, I have seen difficult situations addressed and handled in a calm fashion.

Riverside Jr/Sr High School

At Riverside we spent a lot of time as a school preparing for the April 13th safety drill. In preparation of this drill, we ran two evacuation drills with staff and students so everyone had the opportunity to practice what an

evacuation would look like. For the second drill, we had all staff and students load busses and they were transported from the back of the school to the front. Also leading up to April 13th we held our monthly safety drills within the building, and held staff meetings to follow up on the drills to discuss student and staff safety. On the day of the April 13th drill our staff did an outstanding job of ensuring the safety of everyone in the building. The following week we met as a staff to debrief on the event and discuss any questions and/or concerns.

This school year we have also made it a priority to communicate with families when their student is struggling in school. This communication has happened through various different avenues, examples are: CARE meetings/home visits, School Messenger phone calls, parent meetings with administration and teachers. We have also used our advisory class the first Wednesday of every month as an opportunity for the teacher to meet with each student to review their grades on Tyler SIS. Through this process students are having meaningful conversations with their teachers and are able to be guided to supports that they need, such as after school study hall.

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.

Twice a year we have 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 also. 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 for safety concerns in the building and/or community. 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, along with assemblies throughout the year. This year 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. We have also started a Friday school this year 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 sooner in September this year, and looking to include some more community partners to enhance our program.

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

The 2017-18 school year is coming to an end in a few short weeks. This year we have focused on student success, developing and fostering strong communication practices, and to build trust and improve partnerships with our community, parents, local businesses, and stakeholders.

The student success aspect this school year was driven by our monthly data team meetings. We as a district use i-ready as a diagnostic assessment for reading and math. This assessment will help us to determine where each of our students' academic needs are and what skills we can teach to meet each of the students' needs. The data meeting allows for our teachers to have conversations and create plans for addressing the skill need and skill grouping. We have also made a shift from curriculum based teaching to standard based teaching. This has allowed our teachers to be able to use multiple curriculums and lessons during their daily instruction to meet the needs of their students. Last but not least our teachers have embraced the change of direct instruction as a whole class to academic stations as leveled groups. This has been a gradual process starting with reading and picking up math in January. With this said, all of our teachers are using stations in their classrooms.

Shifting gears to developing and fostering strong communication with our parents and community has been and will be ongoing. Our communication to our parents are weekly with the Monday folder information/letters/events works great for parents to be able to stay engaged and informed with the events/program going on at our school. We update our website monthly with the calendar of events as well as any celebratory news. We have had two different parent meetings this year (TITLE 1 and Outdoor School information). Our parents are always invited to the student of the month awards, concerts, family STEAM night, open house, and conferences. We count on parents to be part of our student and school success, so communication is very important to us. We have also informed the "happenings" at IES to local community members/parents at the monthly Irrigon Chamber Luncheon. This allows for the attendees to be in the know on what their local schools are doing throughout the year.

This year has been amazing to be able to build trust and improve partnerships with our community, local businesses, and stakeholders. We currently work with Morrow County Sheriff's Office, Community Counseling Solutions, CARE, and Morrow County Health Department to be able to provide services to our students and families within the school day. We have depended on each of the local organizations that we work with on a weekly basis. It also shows our parents/community members that we are all working together for student and family success and safety.

Overall, our year has been quite busy and exciting with the student success, fostering a strong communication process, and building trust and improving partnerships with our community, parents, local businesses, and stakeholders. All of this hard work will not end as school wraps up for the 2017-18 school year. This hard work will continue throughout next year and years to come.

Irrigon Jr/Sr High School

It is the month of May, and that senioritis and stress after months of procrastination are setting in! It is a very hectic time! This month we are focusing on Goal #2, which involves communication and student safety. This last month, our entire district was provided the opportunity to be part of a large safety drill. This drill was developed in concert with local law enforcement agencies, and depicted a large scale school emergency at Riverside Junior/Senior High School. The entire district staff participated in the drill, as well as some selected

students from each community. Staff and students were given a variety of different roles, including students, parents, teachers, while others served their actual roles during the reunification part of the drill. This simulation allowed the district to see what goes on during the event and what steps law enforcement go through to handle these situations. This also allowed the district to practice our reunification process when returning students to parents after one of these events.

This leads into the second section of the goal, which is communication. We have been making our communication to stakeholders an area of focus this year. With an event like the safety drill, communication to the community was very important. We sent out notification to all of our families informing them of the drill, and received very little response afterwards that they had not been informed. Another aspect in improving communication is ensuring that we are constantly updating our website and the utilization of school messenger to communicate important messages and/or changes. For example, we had to cancel a basketball game this winter, and utilizing all of our communications we were able to let the parents and community members know as soon as possible and had very little negative feedback about the communication.

Spring sports are nearing an end and our baseball and softball teams are battling for district playoff positioning and our track athletes are preparing for state qualifying!

The weather is great and graduation is around the corner. It's a great time to be a Knight!

Heppner Elementary

Current enrollment at HES is 170. We continue to foster strong communication with all of our stakeholders. From the open house at the beginning of the year to the spring family dance, we partner with the Parent Teacher Club to provide opportunities for families in our building. As one of our biggest partners the PTC volunteers, raises money for activities and many of the members participate on our site council.

At HES, we have a weekly bulletin and a monthly newsletter. We also use our website to communicate with any interested party. We have started using the "R School" program to communicate better the use of the building providing one location for anyone who wants to check the schedule for dates of availability and to see what is going on. This school year with support from our student information system, we can send an email to the parents of all registered students.

Another vital part of our communication is through the monthly Safety meeting which is attended by our School Resource Officer. The addition of Deputy Morris and his daily presence in our building has greatly increased the communication and fostered a closer relationship with the Sheriff's Office. In addition, Deputy Morris checks daily on his walk-throughs with Mr. Waite regarding concerns and the status of students. At the districts recent lock down drill Deputy Morris played a major role.

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 for 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.

Tyler SIS our student information system provides a lot of useful information to parents. The online registration this fall helped a lot with a couple of aspects of our communication. First, it provided a current email address for parents. Second, it gave the families an opportunity to sign up for text and phone messages through School Messenger. Finally, this process familiarized many parents with the Parent Portal of Tyler SIS

where they can see their children's attendance, lunch account balance and regularly check their grades. As we wrap up the 2017-18 school year we encourage all to update information and we look forward to online registration in August.

The HES CARE team, which includes but is not limited to, the CARE coordinator, school nurse, our counselor, Deputy Morris and Mr. Waite, frequently meet and even more frequently communicate about student needs both in and out of the school. We have helped with many wrap around services from dental care to help with many programs available in the community.

Parents are invited to conferences, formally, twice a year. Generally, the attendance is best in the fall. In the spring conferences are often student lead. In addition to these scheduled times teachers and staff meet with parents daily as needed. We have daily phone calls to parents to communicate both positive achievements and to address concerns.

With the new reader board supported by Columbia Basin Electric Co-Op we can post the week's events in a very visible place. When there are urgent messages such as delays or closures we use a variety of methods starting with School Messenger which calls all parents and staff who have set up that service. We also use Facebook and email as mentioned above.

Heppner Jr/Sr High School

For this month's report, I will be highlighting our continued efforts at HJSHS that relate to *MCSD Strategic Goal #2: 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, business, civic, and cultural groups. 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 using a variety of media outlets.*

We have held several events this school year that were advertised and announced on our new reader board located in front of Columbia Basin Electric Co-op, via the Heppner Gazette, on our HJSHS website, the HJSHS R-School activities calendar, and through a variety of school messenger notifications. Through a more deliberate effort with advertising and announcing of our school related activities, we have seen an increase in attendance/participation at events such as; Back to School Night, Conferences and extracurricular and athletic events at HJSHS this school year.

Switching gears, our staff recently participated in the April 13th MCSD safety/reunification drill in Boardman. In preparation of this drill, our classified staff attended a training in Boardman to better understand their roles and the opportunity to prepare for what the evacuation and reunification drill would cover. Prior to the April 13th drill, we held monthly safety drills within our building and follow-up meetings to discuss the drills relating to our school safety plan/protocols. The week after the MCSD safety/reunification drill, we met as a staff to debrief on the event and discuss questions and/or concerns.

Additionally, we are already planning to hold grade level workshops again next Fall, focused on cell phone and social media safety which will be a continuation of similar workshops held at HJSHS. With the upcoming retirement of our current SRO Phil Morris, we hope to also include the new SRO, in addition to our CCS counselor Amy George and Detective Snyder from the Sheriff's Office. This has proven to be a very worthwhile and informative experience for our students as the consequences, dangers and pitfalls associated with cell phones and social media are all covered.

We are currently gearing up for the “Mustang Mop Up” which will be held on May 17th. We currently have about twenty different jobs scheduled with several community volunteers and municipalities who help assist in supervising the work that our HJSHS students do for our community. Our focus on community service/enhancement projects continues to be our goal with “Mustang Mop Up”. I’d like to give many thanks to our local community for their support and involvement with this annual event! I also want to extend a “BIG THANKS” to our HJSHS Booster Club, Local Business Community, and Site Council for all of their continued support! Go Mustangs!!!

Management’s Discussion and Analysis

MCS D – Maintenance & Facilities Update – May 2018

We recently met with our PACE Insurance Representative at one elementary and one high school to discuss general “best practices” for all schools in our district. There are several no cost trainings that are available to our District including Playground Maintenance Inspections, Playground Hazard Identification, Playground Supervision and Classroom Supervision. They are all about 1 to 2 hour on site trainings that can be scheduled anytime throughout the year by the District or Building Administrators.

Annual Inspections and Preventative Maintenance checks have been scheduled for June and early July and information was recently emailed to Building Principals, Custodians and Other Staff. This will better help our staff to be able to work around these inspections when cleaning or taking care of other projects this summer.

Tremco Roofing has completed the roofing projects at both Irrigon Jr/Sr High School and Windy River Elementary. After July 1, we will begin a roof replacement project at Riverside Jr Sr High School. They are also working up quotes for metal ridge caps for the Modular Building at Irrigon Elementary and the Shop Building at Riverside High School.

DLR Group will meet with our District Staff soon about the next steps of the Long Range Facilities Planning/Bond for the District.

Financial Report Talking Points:

May is the month for ODE to reconcile the basic school support formula for both 2017-2018 and last year, 2016-2017. The District will receive an additional \$76,471 for the current year, but will owe ODE \$55,551 for 2016-2017. In addition, the Small High School Grant allocation will be paid which totals \$120,969 for the current year and another \$4,756 for 2016-2017.

Incident/Accident Report

None to report