

# Administration Reports

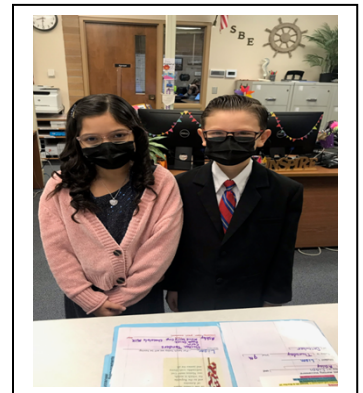
## December 2021

### Sam Boardman Elementary

Communication is the key to any good relationship.... and as stated in our board goals we must have communication to support our educational mission. We at Sam Boardman strive to communicate with our families and our community as much as we can to support our students, keep families informed, and work to build partnerships.

Communication comes in many different forms including: monthly calendars, lunch menus, notes home informing families of upcoming events, and frequently updated posts on our website and Facebook page. Teachers also use applications like *DoJo* to directly keep parents informed on class activities, etc. Customer service from our front office is very important and we also provide bilingual communication to ensure all stakeholders know they can call for information at any time. Another important avenue of communication is our parent/teacher conferences held twice a year, and progress reports sent quarterly. Conferences are designed to keep parents informed of their child's academic progress, celebrate successes and problem solve challenges. We completed our first conferences the first week of November at the end of quarter two. The next round will be in April following quarter three and spring break. Parents are reached via prearranged in-person meetings, some by utilizing Google Meets, or lastly via phone calls. Using all these as options increases our goal of contacting ALL student's parents. This fall we were 90% on conferences with parents! Also, this week teachers sent home mid-quarter progress reports to let families know how their student is progressing for the year in advance of report cards, we send those reports each quarter.

A daily communication for students, that is a favorite part of my day, is SBE morning announcements done by 3<sup>rd</sup> grade students. Students apply monthly to be our Buccaneer Announcers by turning in a paragraph to Mrs. Ledbetter that states why they want to be an announcer and why they should be chosen. Rotating 3<sup>rd</sup> grade students, to give more kids the opportunity, let the school know over the intercom: what day it is; lead the Pledge of Allegiance, what we will be having for lunch; and pick a way to wish their fellow Buccaneers a nice day. Pictured to the right are two of our announcers this month from Ms. Foster's class.



Another important part of student success supported by communication is student's regular attendance. As the past two years of disrupted learning proved, students being in school-every day-is one of the most important factors to ensure student's academic success. Routines, structures and consistency is key to student learning and achievement. Our department secretary and CARE Coordinator make calls daily to check in on students that are reported absence. We have a solid system to determine if a student is absent due to a prearranged excuse, a health-related quarantine, or an unexcused absence. Often times, these phone calls help families solve problems if they have struggles and/or need support. With Covid restrictions our head secretary and IMESD nurse also work as a team to make sure parents know the protocols to keep our students in school and as healthy as possible. This year the attendance tracking, parent communication and the partnership with the Morrow County Health Department has been a monumental task. Teamwork between SBE staff, our student's families, our nurse and the MCHD has been like an orchestrated dance. We are fortunate to have such a great support system and community!



### Windy River Elementary

**Report on 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 continue to work with families and community partners to emphasize the importance attendance has on student learning.

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 are working on creating partnerships with business to help promote positive behaviors with our students. We have reached out to the Rec Center for day passes to handout to students with positive attendance and Wolf Pack Leadership qualities.

This year we are focused on having a more diverse Site Council with Spanish speaking families by making sure we have translations for these parents that want to participate. This is fitting the culture of our building and fostering positive relationships. Our goal is to add parents to this group throughout the year by making personal phone calls and invites.

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 send many flyers home as well to communicate and highlight what is going on this school year. We have Holiday Concert that will be accessible to all parents via zoom this year.

Please take some time to look at our November Wolf Pack Leaders!

<https://wre.morrow.k12.or.us/o/wre/page/november-wolf-pack-leaders>

### Riverside Jr/Sr High School

***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 continue to work with families and community partners to emphasize the importance attendance has on student learning.***

Riverside has had a lot of activities happening recently, which led to a lot of communication going out to stakeholders. During the month of November, we hosted 3 state soccer playoff games, with these games came some changes in the ticketing process. We worked with the OSAA to learn the ticketing system and clearly communicate this to the community. We have also been sending out communication to stakeholders about our Class Captains, Dress Up Days for December, Riverside's Holiday Concert, Parent-Teacher Conferences and to families of students who have a D or F. We also work hard to make eye catching flyers for this communication whenever possible. Below are a couple of examples of these flyers. All of this communication is always sent out in both English and Spanish.





### AC Houghton Elementary

MCSD Board Goal #2 focuses on developing strong communication practices. In order to keep parents and the community informed A.C. Houghton Elementary School keeps our website current with a calendar of events, news stories, photos and more. Also, the monthly newsletter is archived on the website and can be accessed at any time. In an effort to increase the number of families reading the newsletter, we try to include a “freebie” each month. These include fun, free activities for parents to access for their children.

Another way to keep families knowledgeable includes an up-to-date social media presence on multiple platforms. The main focus this year has been Facebook. Each post is seen by hundreds of people and often the posts are shared or commented on. Sometimes parents choose to send a direct message to the ACH page and those are answered quickly in English or Spanish as needed.

Arguably the most important factor in creating two-way communication with our families is having a welcoming front office. Mrs. Turner does an incredible job of encouraging parents to communicate with the school frequently. She knows all of the children and their families and is always creatively solving problems. Along with Mrs. Turner, Mrs. Seewer and Mrs. Cisneros assist families in the front office. Between the three of these highly capable staff, families feel welcome, heard and encouraged to contact the school for any reason!



Finally, conferences, family nights, open house, field trips, parent club and more really help facilitate strong relationships within the school community. Staff at the school make contact with numerous families daily through phone calls, email or student pick up at the end of the day. If you have a chance, check out the video posted on Facebook @ACHoughtonElementary about the 3rd grade field trips to the Think Big Space at the Sage Center. It was so much fun!

## Irrigon Elementary School

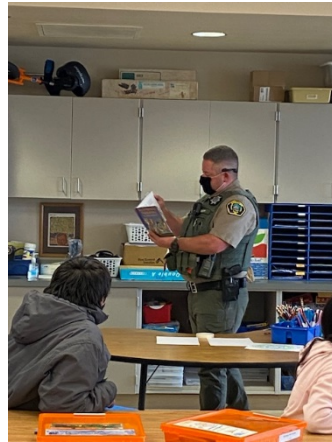
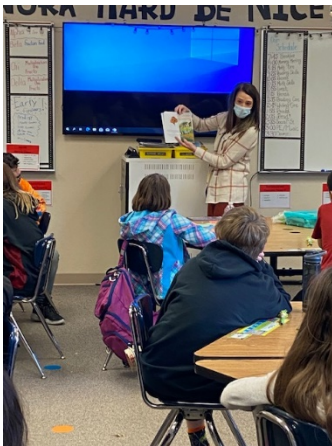
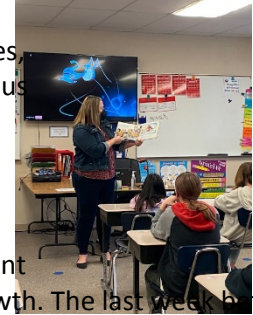
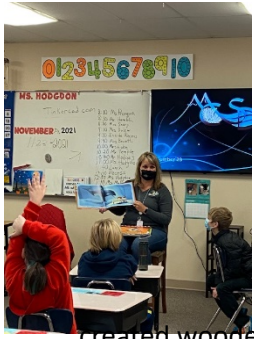
November was a busy month for Irrigon Elementary School. We started the month off with parent teacher conferences. These are always long nights, but so worth the long hours to see how proud parents are of their children. Our average attendance was 85%.

We celebrated the end of the first quarter with a student celebration assembly. The assemblies were separated out per grade level. Teacher presented students with "Shout Outs" and we had a friendly cookie eating contest.

Thanksgiving break started out with our annual Turkey Trot event. During this event teachers rotated around to classrooms and played several games. We created wooden turkeys and we hosted some community guest readers. This event allows for us to support students with their social emotional struggles, promotes schoolwide learning and allows for us to have community members be part of student learning. We had great success with student behavior and needs being met.

We are gearing up for a busy and fun December. We will start our I-ready diagnostic assessment in ELA and math. This assessment gives us information on student academic progress and growth. The last week before winter break we have a week full of dress up days and Thursday is our Penguins, Peppermint stick and Painting schoolwide activity.

Overall, the school year has been full of learning, fun, support and happy students. I look forward to the rest of the school year being just as productive and engaging for our students.

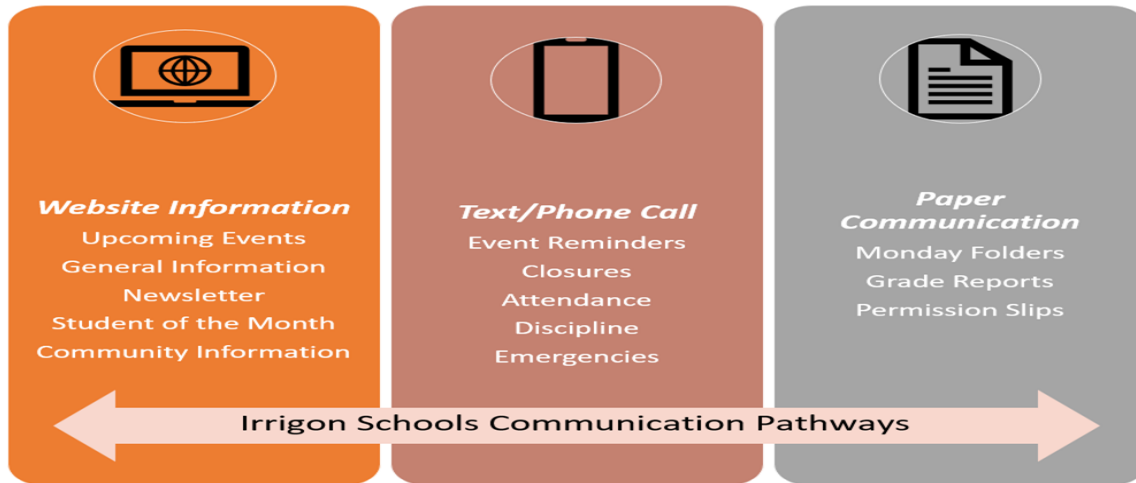


## Irrigon Jr/Sr High School

The month of November seemed to fly right on by, and now we are a week away from winter break, and 3 weeks away from the end of the semester. We were excited to host our 2<sup>nd</sup> STEAM day of the year a couple of weeks ago, and had an increase in student participation over the 1<sup>st</sup> STEAM day! In the month of November, we also hosted our Fall student/teacher conferences. After listening to feedback and analyzing parent visitation numbers, we had decided to move conferences to Tuesday and Thursday after school, as we were not experiencing a large number of parents on Fridays. During our conferences, teachers were available for parents to meet in-person, or virtually if requested.

One of the areas we have been looking to prioritize this school year has been our school web page and event communication. Recently our webpages were moved to an updated program that allows our building to have greater control over design, messaging, and information. This has allowed us to keep the webpage up to date with information and student photos. Another way that we have been communicating this year is through text/email/phone reminders through a program called Thrillshare, which allows us to message families immediately and directly. For example, we had to cancel a junior high school basketball game, Thrillshare allows us to send out a notification immediately to those families letting them know of the change. We also have the capability of posting that information on our website and making it easily noticeable on the webpage.

Karia Rysdam and I have been working on a communication plan that creates consistency between our two buildings and how we communicate with students, families, and the community. This plan is currently focused on aligning how we deliver messages and the frequency, so that it can be found or expected in the same method from both schools. Here is a visual representation:



Our ASB students are currently working with the Irrigon Fire Department on a canned food drive. Here at the school we have collected over 250 non-perishable food items to pass on to the Irrigon Fire Department. The final collection will happen on Dec. 9<sup>th</sup>, with the classroom that brings in the largest amount of non-perishable food items will earn a pizza party.

Winter sports are underway with students participating in Basketball, Wrestling, and Cheer. Our league season will begin after the winter break. I would also like to pass on to the board that the OSAA has finalized their plan to move Irrigon back to the 2A level for all athletic contests, where we will rejoin Heppner in the Blue Mt. Conference. Irrigon has been participating at the 3A level for the past 5 years, while having enrollment numbers at the 2A level. This will be a positive change for our students as the travel requirements for league play will be greatly reduced.

### **Heppner Elementary**

At HES we are working hard to develop and foster strong communication with all stake holders. We are so grateful to have the support of our community and so many partners. I'd like to highlight two specific activities that we use regularly to strengthen the support of our students.

The first is our CARE meeting for wraparound support. At HES the principal, CARE coordinator, SRO and school counselors meet weekly. Communications come from staff at HES and other avenues in regard to student needs. We work from teacher or staff referrals as well as our own knowledge of students. The team also uses student data such as attendance reports to track all students, but especially those who have greater needs. The team draws on each member's background and expertise to provide solutions.

For example, each year 15-25 students without adequate winter coats are given a new coat funded by a local family's donation. This process involves the communication from that community partner to the school. Teachers are then encouraged to submit the names of students who would benefit. The CARE team also reviews the needs of student that they are in contact with, especially the counselors. Then Mrs. Doherty contacts families to verify the need and willingness to participate and coats are ordered specifically in the right sizes and to match the gender of the child. Within a week or two coats arrive and are delivered.

A second activity that HES uses to strengthen communication with our stakeholders is the quarterly “Head of the Herd” assemblies and recognition. One part of this is the punch card that students can earn for treats at local businesses. These businesses participate; Heppner Mobile, Bank of Eastern Oregon, Market Fresh and Wheatland insurance. Throughout the quarter Mrs. Miller teaches lessons about and to create positive characteristics such as Assertiveness, Courage, Accountability etc. Teachers then choose students who exemplify these and they are nominated for the award. The recognition comes in an assembly to which families are invited. This activity includes stakeholders from the community and the parents of the students. It also engages the staff and students in recognizing positive characteristics that will serve our students throughout their lives.

Of course, none of this would be possible without the willing partners. Thanks goes to the HES staff and strong support from the Heppner community. The increased wraparound support that MCSD has worked tirelessly to add is very much appreciated.

### **Heppner Jr/Sr High School**

For this month’s report I will be highlighting events at HJSHS that relate to 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 continue to work with families and community partners to emphasize the importance attendance has on student learning.*

We hold several events each month at HJSHS that are being advertised and announced via the Heppner Gazette, on our HJSHS website, 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 messaging notifications. Back to School Night, new student conferences, seventh grade conferences and freshmen conferences were all held this Fall at HJSHS and we had good overall turnouts for them utilizing the communication practices described above.

Many thanks to our local community for their continued support and involvement with our school-based programs and I also want to extend a “BIG THANKS” to our Booster Club, Local Business Community, and Site Council for all of their continued support! Go Mustangs!

Additionally, we recently held grade level workshops focused on cell phone and social media safety which is a continuation of similar workshops that we’ve held in past years partnering with the Morrow County Sherriff’s Office. This very worthwhile initiative was conducted by Scott Carter, SRO Ken Kippley, and our school-based CCS counselor Amy George who facilitated it. This was once again a very worthwhile and informative experience as they explained the dangers and pitfalls associated with inappropriate use of cell phones and social media platforms to our students. I would like to end this month’s report by thanking each of you for your support and commitment to all students of the Morrow County School District.

Happy Holidays!



**Management’s Discussion and Analysis**

**MCSD – Maintenance & Facilities Update – December 2021**

New basketball hoops and backstops will be installed during winter break at Sam Boardman Elementary by Andy Rapp of Advanced Woodcraft.

We continue to work with McKinstry on the ESSER HVAC Projects that were approved by ODE. After the contract is finalized, McKinstry will work on design plans and final scope of work. The plan is to have the design plans finalized by March/April with the project work beginning in May.

The Bond Advisory Committee (Long Range Facilities Planning Committee) met on December 8<sup>th</sup> to review the survey results, updated estimated cost and scope of work for the bond. Wenaha and PacWest will be sharing the information and recommendation to the Board.

**Staff Incident/Accidents Report:**

Date	School	Incident
None		