



2019-2020 COMMUNITY ENGAGEMENT MEETINGS

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Dave Bolin, Alisha Oliver, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby, Mike Miller and Tonia Whisman

August 1, 2019

September 11, 2019

October 3, 2019

November meeting cancelled

December meeting cancelled

January 9, 2020

February 11, 2020

March – June meetings cancelled due to COVID-19 meeting restrictions



COMMUNITY ENGAGEMENT MEETING MINUTES
Santiam Meeting Room
August 1, 2019 ~ 8:00 am

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Garrett Trott, Dave Bolin, Mike Miller, Gary Rychard, Janine Moothart, Susy Saray, Toni Silbernagel and Tonia Whisman

The CE Chair called the meeting to order at 8:00 am with the following members present: Andy Gardner, Garrett Trott, Janine Moothart, Susy Saray and Tonia Whisman

The approval of the June meeting minutes was tabled until the September CE Committee meeting.

AGENDA

1. Brochure/Website Update:

a. Brochures/Janine

SES, Mari-Linn and Sublimity Schools are done. SIS/SMS is still being compiled and SHS is being updated with the new principal and 2019 data. The NSSD brochure will also have a few updates prior to the next printing. Upcoming events where brochures may be distributed included the HarvestFest in Sublimity and the Chili Feed in Lyons. They should also be available at school registration and open-house events.

The school and district brochures will also be reviewed with staff by principals so they are aware of the info they contain as well as their purpose as a communication tool.

b. Website/Tonia

Tonia reviewed the new template for the District and school websites and updated committee members on the status of the conversion from the old template.

2. Annual Report: Janine

Janine is currently compiling data from multiple sources for a district-wide “state of the union” type of annual report that can be shared with parents and the greater community. The District has an (unpaid) intern who is working with Janine to format the data that is being gathered and is also reviewing other annual reports from some other Oregon school districts for comparison. As a point of context, in 1999 the state legislature began requiring that school districts submit annual reports to the OR Dept of Education (ODE) as a way to communicate directly with parents and community members about how their schools were performing. In 2017-2018, ODE designed an “At-A-Glance” report designed specifically for parents that pulled data from various sources (attendance reporting, state assessment scores, etc) that essentially took the place of the individual (and varied) “annual reports” districts had been submitting.

These “at-a-glance” summaries only provide brief overviews so NSSD administration felt it was important to supplement with our own report that could encompass a much wider variety of information such as yearly goals/outcomes, financials, “points of pride” across the district and the parent and staff surveys. There will be one full page for the high school and the remaining four will have brief snapshots on the corresponding page. Janine hopes to have the finished product in September.

3. School Success Act/Community Engagement component: Tass

A key part of the Student Success Act is the Student Investment Account (SIA). School districts and other applicants will apply for SIA funds in the spring of 2020 for use during the 2020-21 school year. Application for SIA funds requires completion of a strategic plan and an updated needs assessment. The new requirements specifically call on districts to conduct the needs assessment in a manner that is inclusive of school employees and students and parents from historically underserved groups.

The question was raised if the CE Committee would be the appropriate avenue to facilitate this. Committee members discussed again the topic of finding one or more community members to join the committee. One concern was that the monthly meeting may be difficult for a community member to commit to and truly engage with unless they are very familiar with all the district processes and the multiple facets of administrating a school district. They speculated that it might be more mutually beneficial to collect a larger group of individuals that would meet on a quarterly basis and serve as more of a “focus group” around specific topics or projects.

Dave Bolin will be pursuing options to review the work already completed on needs assessments by building and district administrators with parents and community members and seek their input. One need that has already been identified is to provide better opportunities for families with students of color, and specifically for those who English is not their first language, to learn about all the career and college opportunities that exist. Alan Kirby will be facilitating these learning opportunities in his new role and hopes to bring in former students of color who have navigated the processes to attend college or trade schools or have obtained jobs in their fields of study in an effort to help inspire current students and their families.

4. Family Building Blocks Doris’s Place Luncheon: Tass

This is a free event highlighting the early childhood programs they provide. Tass announced that she and Janine Moothart would be hosting a table at the event on Wed, Sept 18, 2019 @ Foothills Church from 12:00-1:00 pm. They have eight seats available and would like to fill the table with district staff and board members. Tonia will send calendar invites to the board chair and vice-chair, Wendy Moore/SES Principal and Susy Saray.

5. Protocol for recognizing SHS students in sports: Tass

This item was tabled until the Sept CE Committee meeting.

6. SummerFest debrief: Tonia

The event went as planned and was well received by the community.

7. Article ideas for Statesman Journal/Our Town

The Committee agreed that the sports fee waiver was the main focus. Janine will contact the Statesman Journal with information for an article

Items for the next agenda:

- **Protocol for recognizing SHS student athletes**
- **Potential formation of community focus group/Student Success Act update**

The Committee Chair adjourned the meeting at 9:30 am.



North Santiam School District

COMMUNITY ENGAGEMENT MEETING MINUTES
Santiam Meeting Room
Sept 11, 2019 ~ 10:30 am

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Garrett Trott, Dave Bolin, Mike Miller, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby and Tonia Whisman

The CE Chair called the meeting to order at 10:30 am with the following members present: Andy Gardner, Dave Bolin, Mike Miller, Gary Rychard, Janine Moothart, Susy Saray and Tonia Whisman. In addition, the committee acknowledged and welcomed Alan Kirby to the committee in his role as Pathways Coordinator.

AGENDA – standing agenda items are indicated in red

1. Approval of previous meeting minutes

Motion to approve the minutes from the June 10, 2019 and Aug 1, 2019 meetings.

Motion Made By: Gary Rychard

Vote: Unanimous

2. Brochure/Website Update:

a. Brochures/Janine

Janine distributed the completed brochure for Stayton Elementary School. The District does need to establish a process for ensuring brochures are replenished and distributed. Janine will provide a list of locations where brochures have been (and will continue to be) distributed and a small supply of brochures to Gary and Alan who both offered to help distribute brochures on an on-going basis since they are often out in the community in their roles with the District.

School brochures will be translated and printed in quantities of 250. Susy will help advise where they should be distributed. SIS/SMS is the final school to be completed. Janine will work with Mike Proctor to do so and also with Susanne Stefani to update the SHS brochure.

b. Website/Tonia

Tonia reviewed some of the new/updates features and pages of the District and school webpages. There is a renewed focus on viewing existing pages and new content on mobile devices instead of only viewing on widescreen, desktop computers when it is added. Tonia is working with principals to get their "Principal Messages" updated for the current year by the end of Sept.

Principals will be meeting with Dave and Andy on Friday so they will discuss possible content options for 1-3 introductory paragraphs for parent surveys so they can be added to websites. The committee felt the following should be included.

- Summary of results
- Commitment to do it annually in April
- How the results will be used (include reference to how the data was incorporated into their school goals and how it relates to the District's Continuous Improvement Plan).

****Side-note****

Alan plans to send a monthly “Smore” newsletter to parent and students about scholarships and other college readiness. He is also working on a “college/career center” in the SHS building where students can come meet with him during lunch hours (or other times as determined).

3. Social Media Review

Skipped due to time constraints.

4. Annual Report: Janine

Janine reviewed the latest version of the NSSD Annual Report for 2018-19. She is waiting for some final “points of pride” from a few schools but it is very close to being finalized. The target completion date for distribution is mid-October.

5. School Success Act/Community Engagement component

Dave reviewed the Student Investment Account application process which he believes includes three key areas for evidence/input for the District’s Continuous Improvement Plan (CIP) – Systems Analysis, Student Data and Stakeholder Input. He indicated that a lot of input has been gathered from parents and staff via surveys but that missing components include a student voice and a targeted focus on some of the underserved populations referred to in the Student Success Act. He stressed the importance of identifying avenues of doing that which will be authentic and sustainable from year to year (not a one-time event). A more formalized timeline for NSSD will be reviewed at the October board meeting. Other points from the discussion included:

- AVID certification requirements also correlate to many of the criteria for the SSA and since SES, SIS/SMS and SHS have all achieved the certification, there will be corresponding evidence/data
- Empathy surveys with students dealing with homelessness were recently done and can be referenced in the process
- The District’s Collaborative Steering Committee will be integral in the application process and there should be representation from classified staff.
- Deadline to submit is Dec 6

6. Protocol for recognizing SHS students in sports

Tabled due to time constraints.

7. School Start-up

Tabled due to time constraints.

8. Article ideas for Statesman Journal/Our Town

The reconvening of the LRFMP Committee.

Items for the next agenda:

- **Protocol for recognizing SHS student athletes**
- **School Start-up**

The Committee Chair adjourned the meeting at 11:40 am.



COMMUNITY ENGAGEMENT MEETING MINUTES Oct 3, 2019 ~ 8:00 am

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Garrett Trott, Dave Bolin, Mike Miller, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby and Tonia Whisman

The Committee Chair called the meeting to order at 8:05 with all members present (Dave Bolin via phone).

AGENDA – **standing agenda items are indicated in red**

1. **Approval of previous meeting minutes**

Motion to approve the minutes from the Sept 11, 2019 meeting.

Motion Made By: Gary Rychard

Vote: Unanimous

2. **Brochure/Website Update:**

a. **Brochures/Janine**

The committee agreed that the District shouldn't print any more of the brochures in their current form. Efforts should instead be focused on updates. These might include the new HS principal, increasing the HS section to four pages/decreasing schools to one page each and possibly adding content regarding instructional and food services.

b. **Website/Tonia**

The website template conversion is ongoing with revisions continuing as staff are able to review each site, one page at time.

3. **Social Media Review**

Tonia reviewed some of the analytics from the District's Facebook page.

4. **Annual Report Update: Janine**

Janine distributed the completed 2018-19 annual reports for committee members to review. Andy will create a cover letter addressed to all three city councils and copies will be distributed to city offices by October 15, 2019. Janine and Tonia will review the distribution list for the brochures and identify which locations should also receive the annual report.

Susy suggested there should be some mention of translation/homeless/needy services that have been provided and possibly include the collaboration with the Services Integration Team.

5. **Student Success Act (SSA) Update**

Dave launched the first round of communication to staff, parents and the school board regarding the SSA. He included links to the surveys and responses are starting to roll in. He shared the information that has been included on the website. He indicated that Susy will begin making phone calls to Spanish speaking families this month.

ODE still has not provided the actual application yet so he is unclear what information will be required but he is confident NSSD has the necessary data (when survey responses are received) to complete the application.

6. LRFMP Committee Debrief/Planning for notifying community of progress

Andy felt the meeting went very well and participants were engaged and interacted in a collaborative manner. There were six members of the NSSD board present at the meeting. Committee members spent some time introducing themselves and Andy provided a brief overview of the anticipated process they will undergo to determine their recommendations, which may include putting a school bond on the May 2020 election ballot. He reviewed the recommendations of the 2016-17 LRFMP Committee and shared the current school populations versus the Portland State University population study that was presented to 2016-17 committee members. In addition, he shared that the District applied for and received the OSCIM grant from the state of Oregon that would provide \$4 million in matching funds if a school bond is approved by voters in May or November 2020.

The committee agreed that the District should add a webpage dedicated to the LRFMP.

7. School Start-up Recap

- The new year start-up went very smoothly. Gary and Tonia reported receiving no complaints regarding bus service. Mike Miller noted that all heating systems have been activated and are all working properly.
- It was noted that message regarding good sportsmanship from OSAA that is read at SHS athletics events should be presented in Spanish as well. A suggestion was made to have students do it in exchange for volunteer hours. Susy offered to translate the message for them to read. She also suggested having a recording available as a backup.
- CTE/Pathways startup: Alan's office is located at Stayton Elementary but he has also created an area to begin meeting regularly with students one-on-one within the high school. His primary focus right now is getting students to submit their FAFSA applications. They are considering adding a table during arena conferences for FAFSA info. He has also started a monthly College Prep/CTE monthly Smore newsletter that is sent to students and parents. There will be a college preparation meeting for parents and students presented entirely in Spanish on October 21, 2019. A SHS graduate will be coming to sharing his experiences with applying for and attending college and his job at Nike. Tass noted that Alan has done a great job integrating himself into the community in his new role as CTE/Pathways Coordinator.
- Susy reported (on behalf of the Food Services Dept) that the number of overdue lunch accounts continues to rise since staff are no longer allowed to notify students of negative lunch balances or provide alternative lunch options. The Food Services Director has offered to wipe the remaining balance of an account if the parent can pay half and this has resolved some balances but there are some students with negative balances in the hundreds of dollars.

8. Protocol for recognizing SHS students in sports

The timing of school assemblies and and/or lack of notice of team dinners can often make it difficult for Board members to attend events where student athletes who reach the playoffs and/or place high enough to be acknowledged by OSAA (podium placement). Tonia will work to find ways to make sure any pins or keepsakes that are presented to students have some type of designation on them that inform the students who they are from and why they are being presented. She will also make sure the Board is made aware The focus will continue to be to ensure that all students who deserve recognition receive it.

9. Article ideas for Statesman Journal/Our Town

LRFMP and Student Success Act

Items for the next agenda:

The Committee Chair adjourned the meeting at 9:40 am.



COMMUNITY ENGAGEMENT MEETING MINUTES
Santiam Meeting Room
Jan 9, 2019 ~ 10:00 am

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Dave Bolin, Mike Miller, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby and Tonia Whisman

Since the October 3, 2019 meeting, Garrett Trott notified the NSSD Board that due to his work schedule, he is no longer able to attend the CE Committee meetings and has requested to withdraw from serving on the committee.

AGENDA – standing agenda items are indicated in red

1. Approval of previous meeting minutes

Motion to approve the minutes from the Oct 3, 2019 meeting.

Motion Made By: Gary Rychard

Vote: unanimous

2. Brochure/Website Update:

a. Brochures/Janine Moothart

Janine reviewed the completed brochures for SIS/SMS and SHS. She will now begin working on an updated District brochure. Since each school now has a completed brochure, the District publication will focus more on District-wide programs and high school outcomes. She also confirmed the 2018-19 Annual Report has been sent, along with a cover letter, to local governmental offices. She reported that *Our Town* published stories in November (LRFMP) and December (Mari-Linn anniversary celebration) about NSSD.

b. Website/Tonia

The updates continue but it was noted that it is difficult to keep the SHS pages updated due to the numerous activities and programs and that there isn't one person who oversees everything. Andy will be meeting with Susanne during the week and he will discuss the issue.

3. Social Media/Mobile App Review

Teachers and office staff continue to use the mobile app direct messaging feature at increasing rates. Dave has been using the "Smore" electronic newsletter feature to communicate from his dept. regarding topics like technology, curriculum and instructional support and they have been well-received. Bus riders have been loaded into the directory by route so messages can now be sent directly to parents of a specific route if a bus is delayed. There are currently 5200 followers on the mobile app and so the reach and effectiveness of this as communication tool continues to increase.

4. Student Success Act Update

Dave reviewed the 13-step process provided by ODE to review the survey data the District received from parents, students and staff. He confirmed that phone calls were made to Spanish-speaking families since they don't often respond well to electronic surveys. Step 7 calls for an inclusive group to review the data which includes community members. Options to meet this step may involve presenting to site councils and PTC/PTAs and the Stayton Booster Club.

5. LRFMP Committee Debrief & Campaign/P.R. Strategies

The 4th meeting occurred the night prior. The next meeting is Jan 23rd and will be at the high school. Recommendations from staff and the architect of projects that should be included in the bond continue to be revised.

Andy will also be putting together a communication committee which will include Nicole Miller, Tass Morrison and Jennifer Tiger in addition to him and Tonia. It was noted there should be a focus that staff are staying informed as they (staff) are an important source of information for the public.

There will be regular reminders to the NSSD app followers to register to vote. There will be direct links from the mobile app and the website to the Secretary of State website.

6. Possible CE Committee monthly meeting date change

The committee discussed the possibility of changing the date and time of the meetings to allow an additional board member to attend in place of Garrett Trott who resigned from the committee due to time constraints with his schedule. The Committee agreed to try meeting on the first Tues of the month at 10:30 for the remainder of the school year. This will allow Board Member Alisha Oliver to be able to attend the meetings and not interfere with teacher observations schedules. It was also noted that Debi Brazelton might like to join the committee if her schedule allows.

The topic of adding a parent to the CE Committee was raised again. It was noted that the committee has tried twice and struggled to find someone who could commit to monthly meetings long term. Committee members wondered if this is due, in part, to the fact it may be difficult for a non-staff person to fully grasp conversations and the District's focus within a 1.5 hour monthly meeting. They agreed it might be best to observe how the bond campaign proceeds and see if one or more parents are highly involved and then see if they might be interested in joining the CE Committee.

7. Process for Board notification/acknowledgement of donations to the District

A concern was raised at the December NSSD Board meeting by the Board secretary that the current process for notifying Board members of donations to the District was inconsistent due to the fact that the vast majority of contributors do not complete the Acceptance of Gift form. This is process by which the Board is typically notified. Tonia will confer with other local school districts regarding their process and she and Andy will review the Board policy and come back to the next meeting with recommendations.

8. Report on student athlete acknowledgements by the Board

Tonia reviewed the listed of acknowledgements that have occurred so far this year. She shared design concepts for the photo gifts and pins that now have a designation that they are from the NSSD Board and for their performance in the state playoffs.

9. Article ideas for Statesman Journal/Our Town

- Progress by the LRFMP Committee – suggestion to take pics during the school tour at SHS on Jan 23.
- Completion of the softball hitting facility
- Food Service Director resignation/new hire

Items for the next agenda:

Adjourn

The Committee Chair adjourned the meeting at 11:30 am



COMMUNITY ENGAGEMENT MEETING MINUTES
Santiam Meeting Room
February 11, 2020 ~ 10:30 am

Committee Objective: In doing what is best for all kids, the CE Committee will define and implement effective community engagement activities and strategies that will actively engage community members and parents within our schools in order to propel the District toward providing the best facilities and learning environments.

Committee Chair: Tass Morrison Committee Members: Andy Gardner, Dave Bolin, Alisha Oliver, Mike Miller, Gary Rychard, Janine Moothart, Susy Saray, Alan Kirby and Tonia Whisman

The Committee Chair called the meeting to order at 10:35 am. Present: Andy Gardner, Tass Morrison, Alisha Oliver, Mike Miller, Alan Kirby, Susy Saray, Gary Rychard, Dave Bolin and Tonia Whisman.

AGENDA – standing agenda items are indicated in red

1. Approval of previous meeting minutes

Motion to approve the minutes from the Jan 9, 2020 meeting.

Motion Made By: Gary Rychard

Vote: unanimous

2. Brochure/Website Update:

a. Brochures/Janine (delivered in writing as she was not present for the meeting)

- the annual report has been translated into Spanish and is being printed
- the SHS brochure has also been translated to Spanish and is complete.
- the updated District-wide brochure is in process, a mock-up has been developed. She is working with Andy and Mike for messages and to obtain updated photos.
- work will begin soon on the development of a tri-fold brochure with bond info which can be shared with the community should the NSSD Board vote to put a bond on the May '20 ballot.
- she will be meeting with Alan Kirby to get updates on CTE
- an article has been submitted to *Our Town* regarding the new Food Service Director and Toni Silbernagel's departure to ODE/long-standing service to the District
- she has submitted an ad for the North Santiam Chamber of Commerce Visitor's guide

b. Website/Tonia

A high school student is currently reviewing the SHS website, page by page, to find outdated and missing information. She will then work to obtain and post information and photos.

3. Social Media Review

Dave reviewed data from the mobile app and teacher messaging. The Smore digital newsletters continue to be viewed at high levels and are a great way to communicate to large audiences.

4. Student Success Act Update

Dave shared the input from stakeholders which identified common themes, strengths and challenges. A key theme from all stakeholders (parents, staff and students) was Health and Safety. 50% of staff, 20% of parents and 32% of students rated "meeting students' mental and behavioral health needs" as their top priority category. The Committee reviewed the stakeholder input as well as data regarding topics such as absenteeism, 3rd grade English Language Arts scores, behavior and "on track to graduate" rates as they pertain to all District students versus those in the SSA focus groups (Students with Disabilities, Emerging Bilingual Students, Students of Color, and Students Navigating Poverty).

He also shared a list of proposed activities (or actions) that the District may consider including in the Student Investment Account application. He indicated he will be attending another training from ODE later in the week and will continue seeking input from stakeholders regarding the information he presented during the CE meeting.

The Committee noted there was no data disaggregated by gender and they would be interested in seeing that if it's available. They were also interested in seeing comparisons in outcomes between larger sized classes compared to smaller classes as well as blended grade classes versus non-blended classes.

5. LRFMP Committee Debrief & Next Steps

Andy announced that the NSSD Long Range Facility Master Planning Committee voted the previous week to recommend that the NSSD Board of Directors submit a general obligation bond for school facility improvements to voters in the May 2020 election. He reviewed the voter survey from Patinkin Research Strategies that was performed at the end of January 2020 and noted specific topics that should be included in the informational messaging to the public.

6. Stayton/Sublimity Chamber of Commerce Awards –Feb 20 @ 11:30 am

The District has secured a table at the event. The following committee members are planning to attend: Andy, Alan, Janine, Tass and Alisha. In addition, SHS administrators will attend in to honor the SHS Future First Citizen, Carlin Croff. Board member Erin Cramer will also be present as he is receiving the Distinguished Service Award. Tonia will check Mike Wagner's (NSSD Board Chair) availability to attend.

7. Public School Week-February 24-28, 2020

The Committee suggested using this week to highlight the great things happening in our schools. Alan announced there will another parent night at SHS that will be delivered in Spanish and cover topics such as career pathways, college readiness and other the resources that are available to students and parents. It will be on February 27 at 6 pm in the SHS library. Dave suggested messaging around the teacher in-service day that just occurred on Jan 29th that focused largely on social/emotional health and development since this was a recurring theme in the SSA stakeholder survey.

8. Article ideas/timelines for *Statesman Journal/Our Town*

It was suggested that if there is only room for one article in the March edition of *Our Town*, it might be best to pull the story about the District's departing/new Food Services Directors and replace it with one pertaining to the bond.

Other suggestions for articles:

- Teacher Inservice in February on Social/Emotional Health
- Booster Club Dinner/Auction outcome

Items for the future agendas:

Policy KH-Public Gifts/Donations to the District & KH-AR-App. for Acceptance of Gift

Adjourn

The Committee Chair adjourned the meeting at 11:50 am.